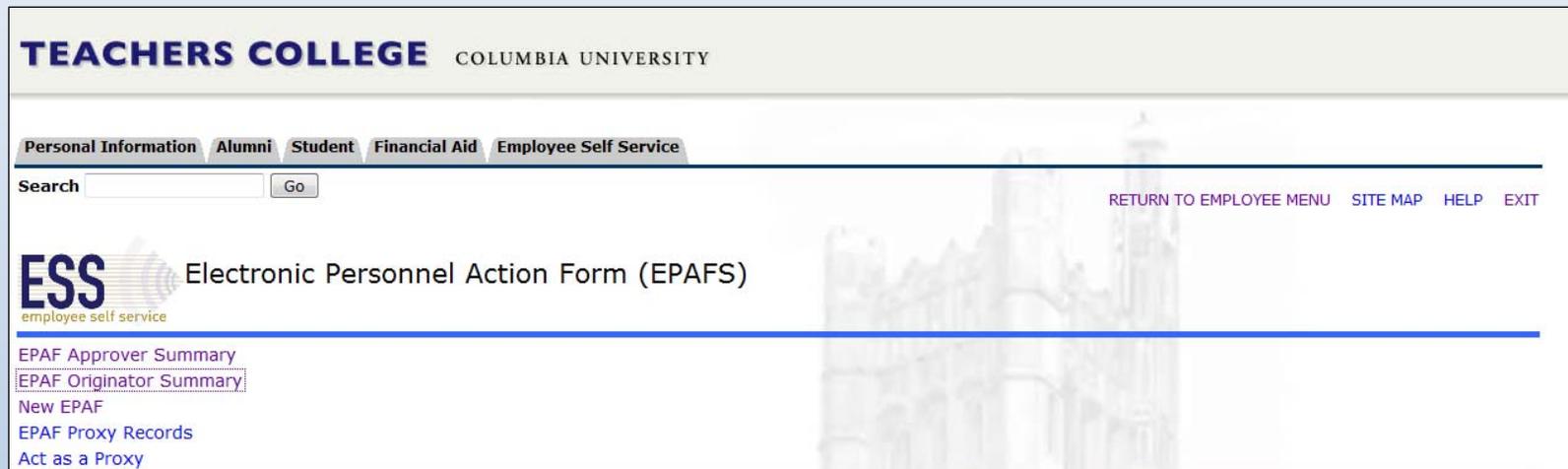


# Return for Correction



The screenshot shows the Teachers College Columbia University website. At the top, it says "TEACHERS COLLEGE COLUMBIA UNIVERSITY". Below that is a navigation menu with "Personal Information", "Alumni", "Student", "Financial Aid", and "Employee Self Service". There is a search bar with a "Go" button and links for "RETURN TO EMPLOYEE MENU", "SITE MAP", "HELP", and "EXIT". The main content area features the "ESS" logo (employee self service) and the title "Electronic Personnel Action Form (EPAFS)". Below this, there are several links: "EPAF Approver Summary", "EPAF Originator Summary", "New EPAF", "EPAF Proxy Records", and "Act as a Proxy".

If an approver needs you to make a change on the EPAF, they will return the EPAF for correction. If you receive an email notification that indicates that you have an EPAF in your queue, the EPAF has been returned to you.

Click on **EPAFS (Electronic Personal Action Forms)** on the TC Services page and select the **EPAF Originator Summary** link under **Electronic Personnel Action Form** page to see what is in your queue.

# Return for Correction Continued

Personal Information Alumni Student Financial Aid Employee Self Service

Search

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

## EPAF Originator Summary

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**Current** History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

1 - 1 of 1

### EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	links
<a href="#">Mouse, Mickey</a> Teach/Course/Res Asst-NO TUIT, CCTACA-00	T69831003	32473	Course Assistant-Reappointment (Spring Term)	11/28/12	11/28/12	Return for Correction	<a href="#">**Comments</a>

1 - 1 of 1

In your **Current** tab, you will see any EPAFs that have been returned to you for correction. You will be able to see that the EPAF has been **Returned for Correction** by checking the **Transaction Status**.

Click the employee's name or on the **\*\*Comments** link to see why the EPAF was returned (do not click on the **Transaction** number).

# Return for Correction Continued

Budget, 20	Joan D. Anderson, ANDERSO3	Approve	Return for Correction 11/28/12 06:01:18 PM
Vice Provost's Office, 29	Joan D. Anderson, ANDERSO3 for Iraida Torres-Irizarry, TORRES4	Approve	Removed from Queue 11/28/12 06:01:18 PM
HRIS Apply, 90	Joan D. Anderson, ANDERSO3 for Easmatara Ahmed, AHMED	Apply	Removed from Queue 11/28/12 06:01:18 PM

**Comments**

**Date:** 11/28/12 06:01:14 PM  
**Made by:** Joan D. Anderson, ANDERSO3  
**Comments:** Return for Correction - Should be only \$1000

**Date:** 11/28/12 05:53:30 PM  
**Made by:** Elizabeth Marie Estela, ESTELA1  
**Comments:** C&C 4012.001

**Transaction History**

Action	Date	User Name
Created:	11/28/12	Elizabeth Marie Estela
Submitted:	11/28/12	Elizabeth Marie Estela

[Approval Types](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

[Update](#) | [Add Comment](#)

Click on the **Comments** link or scroll down to see the reason that that EPAF was returned.

You have the option to **Void** or **Update** the EPAF. Click on **Void** to delete the EPAF and remove it from your queue. Click on **Update** to make changes. If you choose to update, you will be able to alter the **salary**, the **routing queue**, and add new **comments**. You must then **submit** the EPAF.

*Note: The EPAF will remain in your queue until you void or update and resubmit the EPAF.*