

# Submit the EPAF

After **Updating** or **Saving** the EPAF, you can choose to **Submit** or **Delete** the EPAF from one of the icons listed under the Index.

The EPAF will not be submitted until you **Submit** the EPAF. If the **Transaction Status** still shows '*Waiting*' the EPAF has not been submitted.

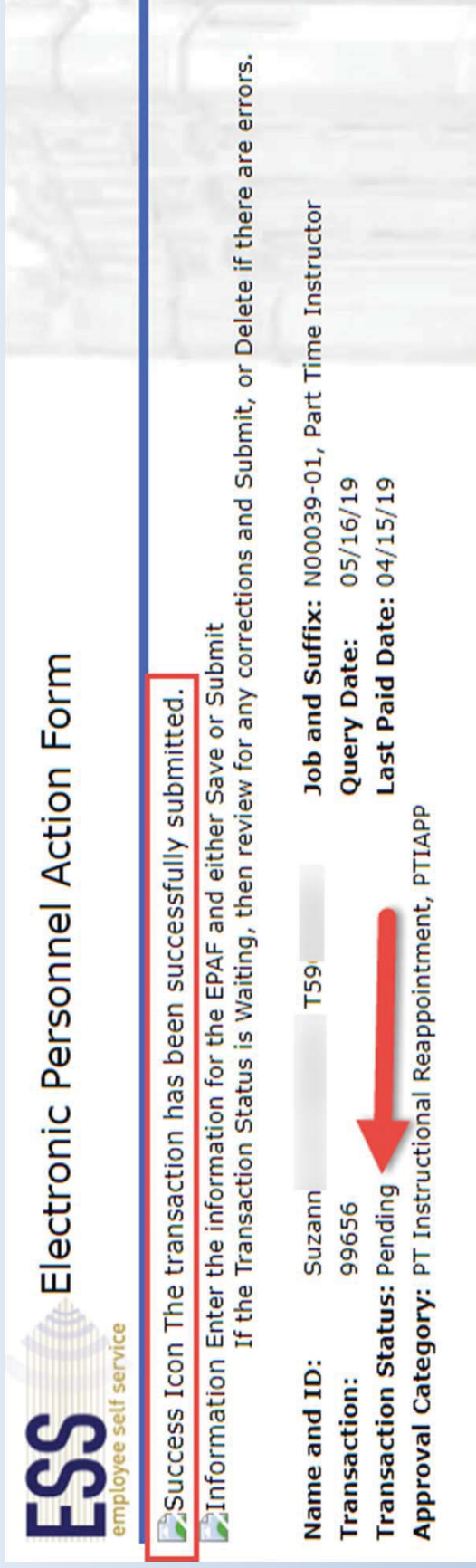
Remember to only press **Submit** or **Delete** once.

**ESS** employee self service

Information Enter the information for the EPAF and either Save or Submit  
If the Transaction Status is Waiting, then review for any corrections and

**Name and ID:** Suzanne T59 **Job and Suffix:** N00039  
**Transaction:** 99656 **Query Date:** 05/16/1  
**Transaction Status:** Waiting **Last Paid Date:** 04/15/1  
**Approval Category:** PT Instructional Reappointment, PTIAPP

# Successful Submission



**ESS** employee self service

Electronic Personnel Action Form

Success Icon The transaction has been successfully submitted.

Information Enter the information for the EPAF and either Save or Submit  
If the Transaction Status is Waiting, then review for any corrections and Submit, or Delete if there are errors.

**Name and ID:** Suzann T59  
**Transaction:** 99656  
**Transaction Status:** Pending  
**Approval Category:** PT Instructional Reappointment, PTIAPP

**Job and Suffix:** N00039-01, Part Time Instructor  
**Query Date:** 05/16/19  
**Last Paid Date:** 04/15/19

When you have successfully submitted your EPAF, you will see a green check mark at the top with the statement **“Your transaction has been successfully submitted.”**

You can confirm that your EPAF was successfully submitted by reviewing the **Transaction Status**. It should be in a ‘Pending’ status. If you see an error(s) your transaction did not submit successfully.

A list of common EPAF errors can be found at the end of this guide.