## EPAFInstructions For Viewing Originator Summary Usefor Viewing Originator Summary

The Electronic Personnel Action Form, or EPAF, wike the place of paper Personnel Action Forms. Originators can view all EPAFs the vave originated along with the EPAFs current status in the Originator Summary. The Originator Summaryntains all EPAFs the Originator has started and saved, submitted, and those returned for correction in the Originator Summary.

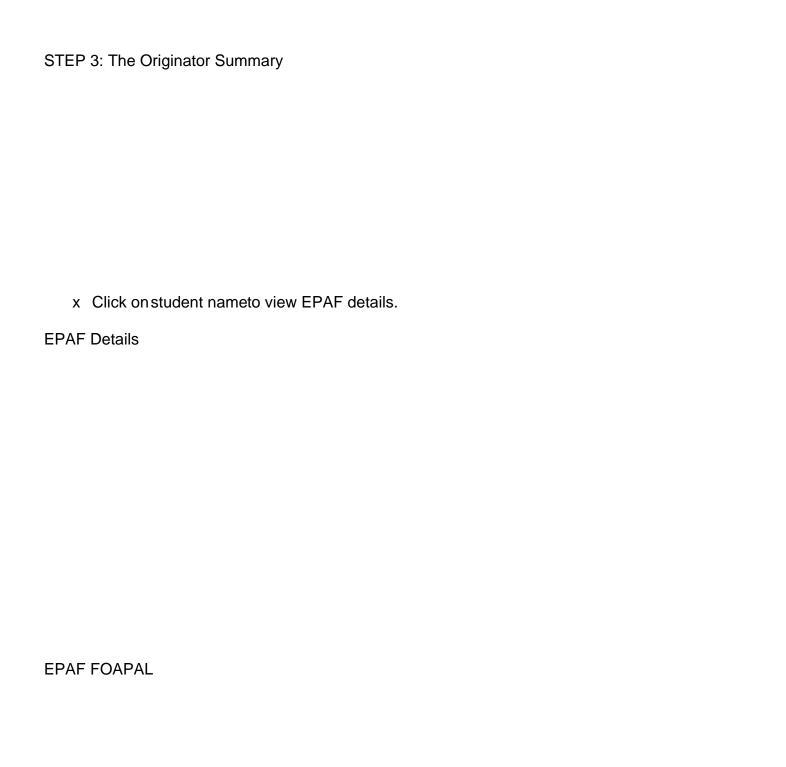
Log into myGate and click on the Employee Tab. Stocthe Personnel Action Notices channel and click on Originator Summary.

STEP 1: Originator Summary

x Click on Originator Summary.

STEP 2: View

x Click on History to view EPAFs that have already been submitted.



EPAF Termination Details
EPAF Routing Queue Details
EPAF Transaction History