**To Check Status of Your EPAF’s:**

* Login in to My UNC Charlotte using your NinerNet Credentials
* Click on Banner Self Service
* On the following page: Click on Employee Information



* **On this page: Click on EPAF - Electronic Personnel Action Form**



**On this page: Click on EPAF Originator Summary**



**On this page: Click on the History Tab**



**History Page:**



**Transaction Statuses and their meanings:**

|  |  |
| --- | --- |
| **Waiting** | EPAF has been created and saved. It needs to be submitted. |
| **Pending** | \*EPAF is pending in the “Queue Status” of an approver. See screen shot below.  |
| **Disapproved** | EPAF has been disapproved  |
| **Returned for Correction** | EPAF has item(s) that need to be corrected |
| **Voided** | EPAF has been voided by initiator |
| **Completed** | EPAF has been approved by all parties and has been be applied to Banner.  |

