ePAF for Funding Changes
Frequently Asked questions

How do I log on the HR Direct? https://www.umassmed.edu/hr/hrdirect/ Log in using your network credentials.

Will this form replace the DEFA? No, the DEFA form will continue to be used.

How do I print an ePAF form? Using the job aid to "View ePAF", bring up the ePAF form to be printed. Once the form shows on your screen, use your internet tools options to print.

How do I, as an approver, know if I have something to approve? The ePAF forms pending your approval will appear in the GT Action Center as well as in your Worklist. You will also receive an email notification.

Can an approver change an ePAF form? If an approver needs to change an ePAF form, they would have to send back the form using the "Reprocess chg" button at the end of the form. The comments section should note what needs to be changed on the form.

How do I check the status of an ePAF form? Using the job aid "View ePAF", bring up the ePAF form you wish to check the status on. Go to the last page of the form and review the column titled "Workflow Form Status" in the Transaction Log.

How do I know who my ePAF form is with? Using the job aid "View ePAF", bring up the ePAF form. Go to the last page of the form and review the column titled "User Description" in the Transaction Log.

How do I pull back an ePAF form that I started and it is still in the approval process? Follow the instructions noted in the job aid "Resubmit, Change or Withdraw a Funding Change ePAF".

What is the difference between Resubmit and Withdraw? Resubmit is used by an initiator if an ePAF is Saved for Later and needs to be submitted to workflow. Resubmit should also be used when an ePAF is in the approval process and it needs a change was requested by an approver. The Reprocess Change option always brings the ePAF form back to the initiator, the form is updated and the approval process starts again. Withdraw cancels the ePAF form.

How do Initiators know if an ePAF form has been sent back to them? The GT Action Center and the Worklist is where you'll find any ePAF forms that are sent back. You will also receive an email notification.

**If you are both an initiator and a department approver your action center will include forms waiting for your approval and any forms sent back from an approval step. Forms may be sent back to the Initiator to make a change. Make sure to review ePAF comments for all forms in your action center to be

sure it is not a form that was sent back. If the form is approved in error, it routes back through workflow without the requested changes.

How do I retrieve an ePAF form that, as an initiator, I have started and clicked on the "Save for later" button? Navigate to the ePAF Home Page, at the search box, enter the ePAF form number or the employee ID. The pending form will show and you can continue working on it.

How do I pull back an ePAF form that has already been completed? Send an email to WorcesterFinanceSecurity@umassmed.edu as soon as you know there is a need to undo a completed ePAF transaction.

Who do I contact if I have a problem or question about using the ePAF form? Send an email to WorcesterFinanceSecurity@umassmed.edu with ePAF in the subject line.