Electronic Personnel Action Forms (EPAF)
Common EPAF Errors

*ERROR* The future dated job record must be deleted before ending job.
You are attempting to end a term employee’s job prior to the previously established end date. Please call Human Resources to have the future dated job record deleted so you can continue to submit this EPAF. There is no way for an EPAF originator to delete a future dated job record.

Missing Mandatory Citizen Code OR First Name, SSN/SIN/Birth Date or Gender Incomplete
Please call Human Resources to inform them of this error as some necessary person information is missing.