

This edition of ePA Extras covers a variety of topics that are important to note as we approach the calendar year end.

1. **myEverest:** Check your [myEverest](#) Worklist for Reworks. *All Reworks must be either Resubmitted or Canceled.* Also, check your Active Workflow Instances in myEverest to ensure that no time sensitive tasks are left outstanding during the break. *Please note you may have multiple pages of active instances.* For more information on how to use myEverest, please review the [myEverest Guide](#).
2. **Payroll Schedules:** Always be mindful of the [Payroll Services Schedules](#).
3. **Purposes:** Many ePA's are returned for Rework because the incorrect purpose is selected. Please use the [ePA Purposes](#) document as a guide, and if still in doubt, contact your HR Partner.
4. **Attachments:** Do not submit outdated forms. Please visit the appropriate website (Payroll, HR, Graduate School, etc.) for the most recent forms.
5. **Saved Department Routes:** It is your responsibility to ensure that ePA's are routed to the appropriate approvers. If you use saved routes, please contact us if someone within those routes terminates from the University, transfers to another department, is out on leave, etc.
6. **Comments for Graduate Students:** It is no longer necessary to include the following information in the Comments section for *Graduate student* ePA's:
  - a. Enrolled Hours
  - b. Registered Hours
  - c. Overall GPA
  - d. UA GPA
  - e. Visa Information
  - f. Background Check Information
7. **Online Directory Information:** All email notifications from the Everest/K2 system are sent to the email address on file with the Online Campus Directory. Please check your listing in the [Campus Directory](#) and verify that your information is up-to-date.