The implementation of ePA Phase 3 offered over thirty enhancements to the form and myEverest. Some changes are easy to identify, while others are acting behind the scenes. The top 3 most notable enhancements are listed below.

1. **Saved Electronic Personnel Action Forms button:** Originators may Save a form and submit it later. When the Save button is clicked, all information on the ePA is captured. To complete a saved form, log in to myEverest, and then click the Saved Electronic Personnel Action Forms button located below the Worklist section. *If the button does not appear once logged in, click the EPA.Main bar.* The ePA Saved Requests list will open in a separate tab. Click the ePA Form Link to open a form and complete the saved draft. Originators may open and save forms multiple times before submitting.

   To delete a saved transaction which is no longer necessary, open the form, click the Clear button in the bottom left-hand corner, and then click OK. To immediately remove the form from the Saved list, click the green refresh button. The list is automatically updated every 5 minutes.

2. **Originators' Comments:** Prior to Phase 3, if an Originator saved a form to submit at a later date, the Comments did not save. Now all elements of the form are saved for retrieval at a later date/time.

3. **Employee Information button:** Formally known as the Additional Information button and relocated from the top right of the ePA form to the top left beneath the CWID field. This button will appear after an employee's CWID is entered. Once clicked, it will display Enrollment Status (students only) and Job History (faculty, staff and students). It is available to originators and approvers and is updated in real time. Also, Employee Class was added to the Job History section.