Contents

ePA FORM ACTIVE PROCESSES LIST .......................................................... 2
ACCESSING ePA FORM ACTIVE PROCESSES LIST .................................... 2
ACTIVE PROCESSES ELEMENTS ................................................................. 2
LOCATING ACTIVE PROCESSES ................................................................. 2
SEARCHING ACTIVE PROCESSES ............................................................... 2
REFRESH ........................................................................................................ 2
ePA FORM ACTIVE PROCESSES LIST
Allows Originators to track ePA forms through the approval process.

ACCESSING ePA FORM ACTIVE PROCESSES LIST
1. Log in to www.mybama.ua.edu.
2. Click the Employee tab.
3. Navigate to the Payroll Services section.
4. Click the ePA Form Active Processes (originators only) link beneath the Everest electronic Personnel Action Forms heading.

ACTIVE PROCESSES ELEMENTS
1. Folio: Unique name assigned to an ePA form. It contains the following elements which are derived from an ePA form:
   Last Name-CWID-Employee Class-Payroll ID-Fund-Home Organization-Account-Position Number-Begin Date-Transaction Number
   *Note: Termination type ePA’s may be missing certain Folio elements.
2. Date Originated: Date the originator submitted the ePA.
3. Current Location: Location of an ePA at a moment in time.

LOCATING ACTIVE PROCESSES
To determine the Current Location of an active ePA, click on the Folio for that ePA and the approval step will appear in the text box to the right of Current Location. The Current Location will display Department Route until the ePA enters the appropriate University Route (Faculty, Graduate, Staff, Undergraduate). Once the information has been entered into Banner, the Current Location will display Complete. Completed ePA’s will eventually roll off the Active Processes List.

Example of an ePA in the Budget Office’s Queue:

SEARCHING ACTIVE PROCESSES
To search for a specific active ePA, enter the search criteria (i.e. last name, CWID, employee class) in the text box to the right of the Quick Search box. Items matching the search criteria will be highlighted in yellow. To search for items in a specific column, use the drop-down arrow in the Quick Search box to select the column, and then enter the search criteria. Clear the search criteria to return to the full list.

REFRESH
Click the Refresh button 🔄 to clear items that have been completed and to retrieve new ePA’s that have been submitted.