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Step	How to Process a Status Change eForm

**Navigation: Main Menu > WMU Employee HR eForms > WMU ePAF tile**

Choosing an action

| 1	In this section, we will review how to submit terminations, resignations, retirements and some leave of absence (LOA) transactions as an employee. Let's look at Termination or Resignation.
2	Select the WMU HR eForms For Employees Homepage
3	From the homepage, click on the Leave & Term Request tile.
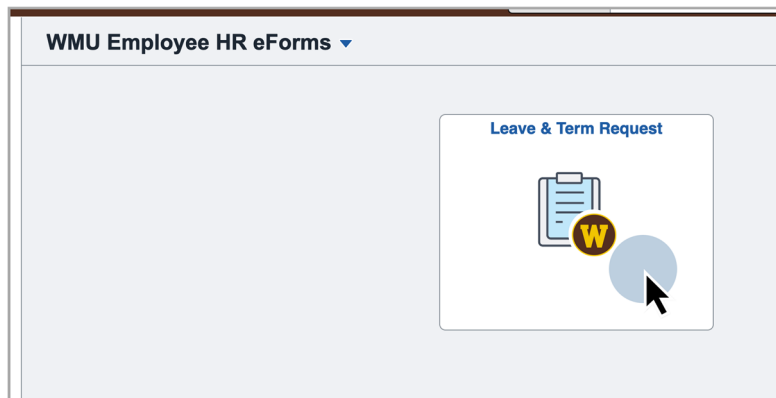
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4	Click the Begin LOA or Term Request link. The form will open automatically.

< WMU Employee HR eForms

📄 **Landing Page**

➕ Begin LOA or Term Request

🔄 Update LOA or Term Request

🔁 View LOA or Term Request
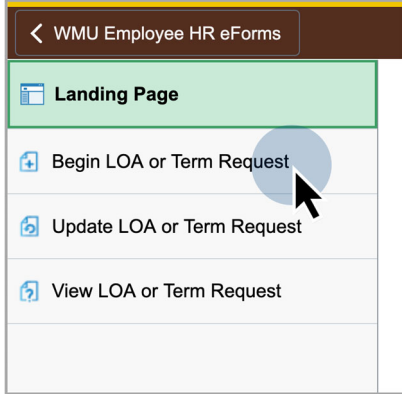
5	In the employee information section, you will see your contact information including your address and phone number. If changes are needed, please navigate to the Employee Self Service homepage or contact the Human Resources Service Center for more help.

Employee Information

If updates to Personal Data are required, please navigate to the Personal Details tile on the Employee Self Service homepage, or contact the Human Resources Service Center.

Employee Name	Andy Dwyer	**WIN Number**	
Department	6400800 Human Res	**Supervisor**	RON SWANSON
Salary Administration Plan	004 Professional/Administrative	**Campus Phone**	269/555-5555
Job Description	Data Analyst		
Combination Code	11-6403300-3622	**Position Number**	00008979
Address Line 1	123 Main St	**Address Line 2**	
City	Kalamazoo	**State**	MI
Postal Code	49001	**Home Phone**	
Country	USA		

6	Select Termination Action from the dropdown of actions.

Effective Dates

*Action ✓

Leave of Absence

*Effective Date Paid Leave of Absence

Retirement

Termination
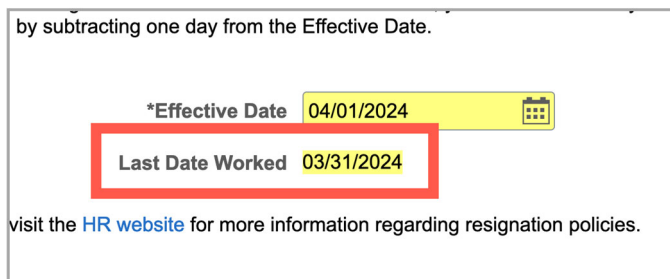
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7	Select the appropriate reason from the dropdown. Only valid options will display based on the employee's employee group.

8	Use the calendar icon to enter your last date of employment.
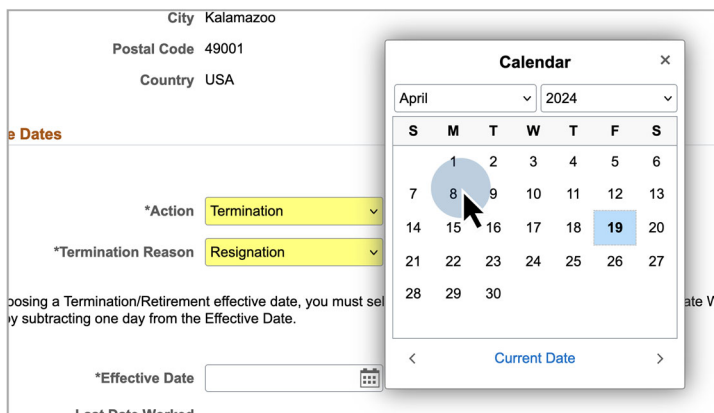
9	The Last Date Worked will automatically calculate when the Effective Date entered and will be one day prior to the Effective Date entered.

10	Please provide a letter of separation to your supervisor indicating your last date of employment. If you wish to use paid leave before this date, work with your supervisor, chair or director on that request.
	If you've already provided that to your supervisor, upload the attachment here. Otherwise, please provide the letter to your supervisor, chair or director.
	Select the attachment type from the Description dropdown, then click the Upload button to browse your device to select the file. Click the My Device icon, search for and select the file, then click the Upload button. Click Done in the upper right-hand corner to be taken back to the form. If more than one file needs to be attached, click the Add button to repeat the process.

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File Attachments

Status	Upload	Description ◇
1	Upload	✓
		Separation Acceptance Letter
		Separation Letter

Add

---

11   Use the comments box to enter any additional details relevant to the request.

Please do not provide specific medical details or any other sensitive information on the form.

▼ **Comments**
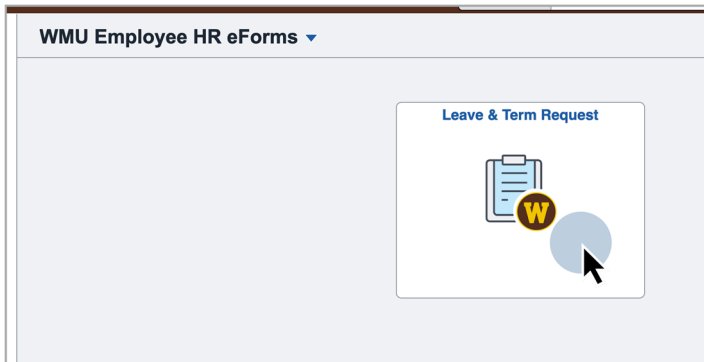
Resigning for better job opportunity.

---

11   Click submit to initiate the workflow process.

Search   Save   **Submit**

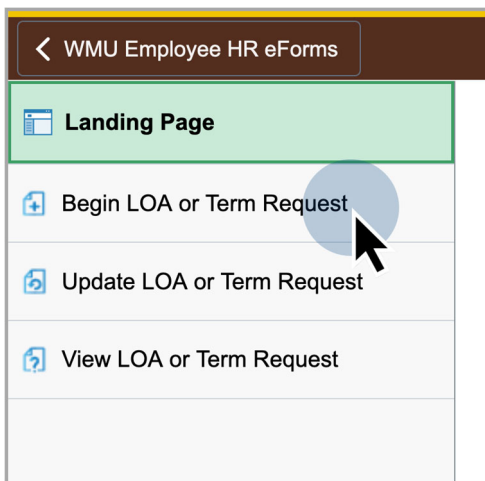## Completing the Retirement Form

1   Navigate to the WMU Employee HR eForms homepage.

2 Let's first look at a Retirement. From the homepage, click on the Leave & Term Request tile.

3 Click the Begin LOA or Term Request link. The form will open automatically.

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4	Select Retire from the dropdown of actions.

Effective Dates

*Action

Leave of Absence
Paid Leave of Absence
Retirement
Termination

*Effective Date

5	Select the reason for retirement using the dropdown.

*Action   Retirement

*Retirement Reason   ✓ Retired

6	Use the calendar icon to enter your last date of employment.

City Kalamazoo
Postal Code 49001
Country USA

Calendar ✕

April ⌄   2024 ⌄

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	**19**	20
21	22	23	24	25	26	27
28	29	30				

*Action   Retirement
*Retirement Reason   Retired

a Termination/Retirement effective date, you must sel   ate Worke
acting one day from the Effective Date.

‹   Current Date   ›

*Effective Date

Last Date Worked

7	The Last Date Worked will automatically calculate when the Effective Date entered and will be one day prior to the Effective Date entered.

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by subtracting one day from the Effective Date.

*Effective Date 04/01/2024

Last Date Worked 03/31/2024

visit the HR website for more information regarding resignation policies.

8	Uploading an attachment(s) might be required depending on the information entered into the form.

Please provide a letter of separation to your supervisor indicating your last date of employment. If you wish to use paid leave before this date, work with your supervisor, chair or director on that request.

If you've already provided that to your supervisor, upload the attachment here. Otherwise, please provide the letter to your supervisor, chair or director.

Select the attachment type from the Description dropdown, then click the Upload button to browse your device to select the file. Click the My Device icon, search for and select the file, then click the Upload button. Click Done in the upper right-hand corner to be taken back to the form. If more than one file needs to be attached, click the Add button to repeat the process.

File Attachments

Status	Upload	Description ◇
1	Upload	✓
		Separation Acceptance Letter
		Separation Letter

Add

9	Enter any relevant information in the Comments box, as needed.

▼ **Comments**

Retiring effective April 1st

10	Click submit to initiate the workflow process.

Search Deny Recycle Approve

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Updating an eForm

In this document we will discuss how to update a saved or in progress form. If you started the form, you may need to access a form you saved or a form that was recycled to you to make corrections. On rare occasions, you may also need to access a form already in the workflow in order to make corrections.

If a form was recycled back to you for rework, you'll receive an email notification. The email may contain comments from an approver. Read through any comments, then click the link to Update an eForm.

Usually, the Update an ePAF form link is used by a form submitter when they need to add or correct information submitted on a form or when accessing a form which was saved for later.
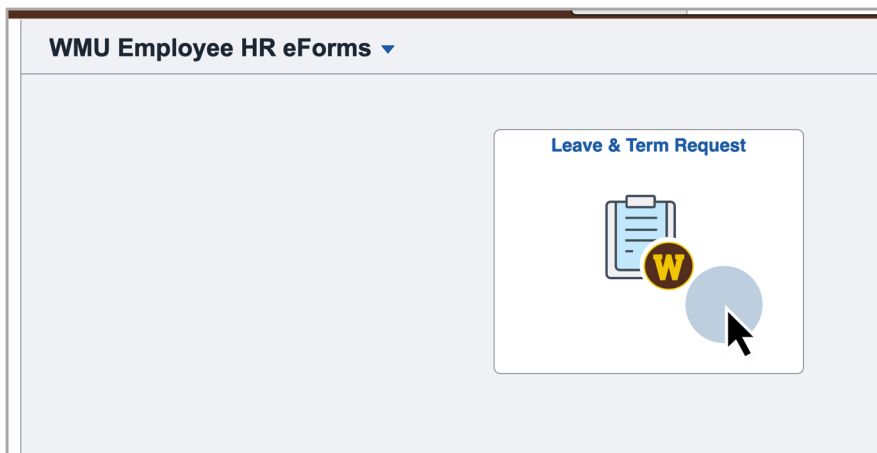

A saved form was started by the form submitter, but not submitted. The Update link allows users to access saved forms.

A form In Progress may be partially approved by one or more form approvers or may be recycled by a form approver.
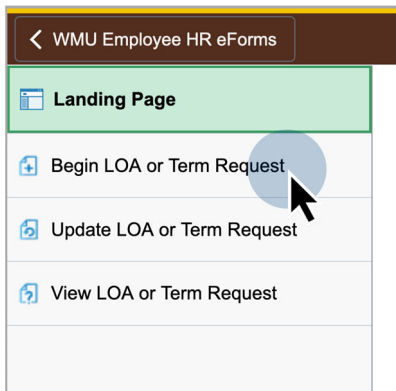
1	Navigate to the WMU HR eForms for Employees homepage.

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2	Click on the Leave & Term Request tile.

3	Select Update LOA or Term Request link.

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4	On the search page, you can search by any combination of the fields available to narrow your search.
	Click Search to display your search results.

5	Search results will appear in a grid at the bottom of the page. Note: When accessing forms from the Update link, you will only see forms that are saved by you or in progress.
	Click any result to access and update the form.

Note: If your search returns a single result, you'll skip the result list and go directly into the form.

6	Use the navigation buttons to move through the pages of the form to find the information you need to add or correct.
	Make any necessary updates.

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You may see user comments on the last page of the form. When updating a partially approved form, it's a good idea to enter a comment to describe the changes you made.

7	When you reach the last page of the form, scroll to the bottom of the page to find the Form Action buttons.
	Use the Save button for un-submitted forms, when additional time is needed to complete the form.
	Use the Submit button to submit a saved form to the approval workflow.
	Use the Resubmit button to submit changes for a partially approved form.
	Use the Withdraw button to pull a form out of the workflow and stop processing permanently.
	Note: When a form is partially approved or recycled, the resubmit button will route the form to the first approver in the workflow, even if they had already approved a previous version.
8	After Updating a form, you will be re-directed to a Results page.
	On the Results page, you can review the current status of the approval workflow, as well as review all previous form actions.
	Click the View Approval Route button to open a window showing the current status of the approval workflow.
	The approval workflow will not appear on un-submitted, saved forms.
	For submitted or re-submitted forms, the first approver will show in Pending status.

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9   If you want to update another form in your results list, expand the left side menu by clicking the center-left blue button and repeat your search.

View a eForm

In this document, we will discuss how to view a form. You may want to view an in progress or historic form to see the information submitted on the form, who has approved the form or who is the pending approver. Viewing a form is a great way to see the status of a form you submitted or are waiting to approve.

1   Navigate to the WMU HR eForms for Employees Homepage

2	Click on the Leave & Term Request tile.
3	On the search page, you can search by any combination of the fields available to narrow your search. Click Search to display your search results.
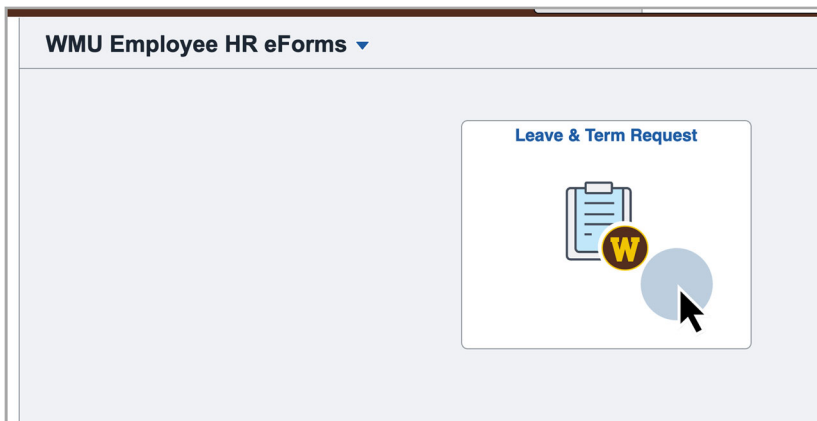
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	Leave & Term Request

Search by:

Form ID	Begins With	
Form Type	Begins With	
Form Status	is Equal To	
Empl ID	Begins With	
First Name	Begins With	
Last Name	Begins With	
Effective Date	is Equal To	

[Search] [Clear]   [Save Search]

4	Search results will appear in a grid at the bottom of the page.

Click any result to access and view the form.

[Search] [Clear]   [Save Search]

3 rows

	Form ID	Original Operator	Form Type	Form Status	Empl ID	First Name	Last Name	Effective Date	Original Date	Last Date	Job Code	Job Description	Department	Department Description
1	101544	adwyer	STATUSCHG	Pending	417423	Andy	Dwyer	2024-04-01	2024-04-15	2024-04-19	009534	Data Analyst	6400800	Human Res
2	101545	adwyer	STATUSCHG	Pending	417423	Andy	Dwyer	2024-04-05	2024-04-15	2024-04-15	009534	Data Analyst	6400800	Human Res
3	101549	adwyer	STATUSCHG	Pending	417423	Andy	Dwyer	2024-04-01	2024-04-15	2024-04-15	009534	Data Analyst	6400800	Human Res

Note: If your search returns a single result, you'll skip the result list and go directly into the form.

5	The view task shows you the fields on the form but they are all display only and no values can be changed.

Click Next to continue through each page of the form. Some forms might contain user comments. You will see user comments on the last page of the form.

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```
▼ Comments
_____
** Andy Dwyer
** Mon, Apr 15 24, 10:40:08 PM
Updating termination date.
_____Audit Event_____
** Andy Dwyer
** Mon, Apr 15 24, 10:39:18 PM
Effective Date Changed
Original Value: 2024-04-01
New Value: 2024-04-05
_Tech Audit Details_
Segment: S_TERM_DATES
Field Details: Record Tag: PAGEREC Field: EFFDT
_____

** Andy Dwyer
** Mon, Apr 15 24, 04:57:58 PM
Retiring effective April 1st.
```

[Search]   [Next]

| 6 | On the Form History page, you can review approvers as well as all actions. |

Andy Dwyer
417423
Record: 0

[View Job Data]

🔍 Status Change : History

[View Approval Route]

Transaction / Signature Log

	Current Date Time	Step Title	Description	Form Action	Time Elapsed
1	04/15/2024 4:57:58PM	Initiated	Andy Dwyer	Submit	
2	04/15/2024 10:40:08PM	Resubmitted	Andy Dwyer	Resubmit	5 hours 42 minutes

[Refresh Log]

Click the View Approval Route button to open a window showing the approval workflow, including the person approving each step.

If the form is still in progress, you can see the current pending approver in this window, the workflow visualizer.

Andy Dwyer
417423
Record: 0

[View Job Data]

🔍 Status Change : History

[View Approval Route]

Transaction / Signature Log

	Current Date Time
1	04/15/2024 4:57:58PM
2	04/15/2024 10:40:08PM

[Refresh Log]

[Search] [Previous]

[Cancel] **View Approval Route**

Review/Edit Approvers

Basic Steps

▼ G3FORM_ID=101545

Basic Path

⏳ Pending	📭 Not Routed
Ron Swanson Employee Supervisor >	April Ludgate Department Chair/Director >

📭 Not Routed	📭 Not Routed
April Ludgate Dean/AVP/Division Head >	Multiple Approvers Vice President >

📭 Not Routed	📭 Not Routed
Multiple Approvers HR Business Partner >	Multiple Approvers HR Service Center >

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You can also see how long a form has been pending with a certain approver using the transaction log.

🔍 **Status Change : History**

[View Approval Route]

Transaction / Signature Log

	Current Date Time	Step Title	Description	Form Action	Time Elapsed
1	04/15/2024 4:57:58PM	Initiated	Andy Dwyer	Submit	
2	04/15/2024 10:40:08PM	Resubmitted	Andy Dwyer	Resubmit	5 hours 42 minutes

[Refresh Log]