Step	How to Process a Status Change eForm
Navigat	ion: Main Menu > WMU Employee HR eForms > WMU ePAF tile
Choos	ing 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
	Western Michigan University
	WMU Employee HR eForms -
	Employee Self Service
	WMU Employee HR eForms
	Manager Self Service
	WMU HR eForms for Managers
3	From the homepage, click on the Leave & Term Request tile.
•	
	WMU Employee HR eForms -
	Leave & Term Request

4	Click the Begin LOA or Term Request link. The form will open	automatically.
	✓ WMU Employee HR eForms	
	Eanding Page	
	Begin LOA or Term Request	
	5 Update LOA or Term Request	
	3 View LOA or Term Request	
5	In the employee information section, you will see your contact in	
	number. If changes are needed, please navigate to the Employ	ee 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 So	elf 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	



7	Select the appropriate reason from the dropdown. Only valid options will display based on the employee's employee group.
	*Action Termination
	*Termination Reason
	posing a Termination/Retirement effective date, you must select 1 day a by subtracting one day from the Effective Date.
8	Use the calendar icon to enter your last date of employment.
	City Kalamazoo
	Postal Code 49001
	Calendar × Country USA
	April v 2024 v
	e Dates S M T W T F S
	*Action Termination
	14 15 ¹ 16 17 18 19 20
	*Termination Reason Resignation 21 22 23 24 25 26 27 28 29 30 28 29 30
	y subtracting one day from the Effective Date.
	*Effective Date Current Date >
	Last Data Worked
9	The Last Date Worked will automatically calculate when the Effective Date entered and will be one day prior to
9	the Effective Date entered.
	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.
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.

	File Attachments			
	Status	Upload	Description \Diamond	
	1	Upload	Separation Acceptance Letter	
	Add		Separation Letter	
	L			
11	Use the comments box	to enter any additional	details relevant to the request.	
	Please do not provide s	pecific medical details	or any other sensitive information on the form.	
	✓ Comments			
	Resigning for better job	opportunity.		
11	Click submit to initiate the	ne workflow process.		
		Out wit		
	Search	ave Submit		

Completing the Retirement Form1Navigate to the WMU Employee HR eForms homepage.

WMU Employee HR eForms -	Employee Self Service WMU Employee HR eForms Manager Self Service WMU HR eForms for Managers Let's first look at a Retirement. From the homep	Employee Self Service WMU Employee HR eForms WMU HR eForms for Managers WMU Employee HR eForms •	Employee Self Service WMU Employee HR eForms Manager Self Service WMU HR eForms for Managers WMU Employee HR eForms • Eave & Term Require Every & Term Require Click the Begin LOA or Term Request link. The service	Employee Self Service WMU Employee HR eForms Manager Self Service WMU HR eForms for Managers WMU Employee HR eForms • Leave & Term Require Click the Begin LOA or Term Request link. The forms WMU Employee HR eForms
WMU Employee HR eForms Manager Self Service WMU HR eForms for Managers Let's first look at a Retirement. From the homepa WMU Employee HR eForms •	WMU Employee HR eForms Manager Self Service WMU HR eForms for Managers Let's first look at a Retirement. From the homepaa WMU Employee HR eForms • Eave & Term Request Click the Begin LOA or Term Request link. The formation of the second	WMU Employee HR eForms Manager Self Service WMU HR eForms for Managers Let's first look at a Retirement. From the homepaa WMU Employee HR eForms • Image: Self Service Let's first look at a Retirement. From the homepaa WMU Employee HR eForms • Let's first look at a Retirement. From the homepaa Image: Self Service Let's first look at a Retirement. From the homepaa Image: Self Service Let's first look at a Retirement. From the homepaa Image: Self Service Let's first look at a Retirement. From the homepaa Image: Self Service Let's first look at a Retirement. From the homepaa Image: Self Service Let's first look at a Retirement. From the homepaa Image: Self Service Image: Self Service	WMU Employee HR eForms Manager Self Service WMU HR eForms for Managers Let's first look at a Retirement. From the homepar WMU Employee HR eForms • Image: Complex of the second sec	WMU Employee HR eForms Manager Self Service WMU HR eForms for Managers Let's first look at a Retirement. From the homepar WMU Employee HR eForms • Image: Self Service UMU Employee HR eForms • Image: Self Service WMU Employee HR eForms • Image: Self Service Image: Service Image: Service Image: Service Image: Service Image: Service Image: Service
Leave & Term Request	WMU Employee HR eForms • Leave & Term Request Image: Click the Begin LOA or Term Request link. The formation of the second seco	WMU Employee HR eForms • Leave & Term Request Image: Contract of the segin LOA or Term Request link. The forms Image: Contract of the segin LOA or Term Request link. The forms	WMU Employee HR eForms • Leave & Term Request Image: Click the Begin LOA or Term Request link. The forms WMU Employee HR eForms Image: Click the Begin LOA or Term Request link. The forms	WMU Employee HR eForms • Leave & Term Request Image: Imag
Click the Begin LOA or Term Request link. The form	Click the Begin LOA or Term Request link. The form	Click the Begin LOA or Term Request link. The for	Click the Begin LOA or Term Request link. The for	Click the Begin LOA or Term Request link. The form
Click the Begin LOA or Term Request link. The for		✓ WMU Employee HR eForms	WMU Employee HR eForms Landing Page	 ✓ WMU Employee HR eForms ☐ Landing Page ④ Begin LOA or Term Request
	✓ WMU Employee HR eForms		E Landing Page	Landing Page Begin LOA or Term Request

4	Select Retire from the drop	down of a	ction	IS.					
	Effective Dates								
	*Actio *Effective Dat	Leave of	ive of A ent	bsend	ce				
5	Select the reason for retire	ment using	g the	dro	pdow	/n.			
		Retired		ł					
6	Use the calendar icon to en	nter your la	ast d	ate o	of em	plo	yme	nt.	
	City Kalamazoo Postal Code 49001					_		_	
	Country USA			C	alenda	ar		×	
		Apri	il		× 20	24		~	
	S	S	M	т	W	Т	F	S	-
			1	2	3	4	5	6	
	*Action Retirement	× 7	8	9	10	11 18	12	13 20	
	*Retirement Reason Retired	× 14	15 22	16 23	17 24	25	19 26	20 27	
	a Termination/Retirement effective date, yo acting one day from the Effective Date.			30	24	20	20	2,	ate Worke
	*Effective Date		_	Cu	rrent Da	ate	_	>	
	Last Date Worked	•							
7	The Last Date Worked will the Effective Date entered.	automatic	ally o	calcu	late	whe	en th	ne Et	ffective Date entered and will be one day prior to

	by subtracting one day from the	Effective Date.		
	*Effective Date			
	visit the HR website for more info	ormation regarding resignation policies	S.	
8	Uploading an attachm	nent(s) might be required	I depending on the information ente	red into the form.
			upervisor indicating your last date o r supervisor, chair or director on tha	
	If you've already prov letter to your supervis		sor, upload the attachment here. Ot	herwise, please provide the
	to select the file. Clic	k the My Device icon, se ht-hand corner to be take	on dropdown, then click the Upload earch for and select the file, then clic en back to the form. If more than or	k the Upload button. Click
	File Attachments			
	Status	Upload	Description \Diamond	
	1	Upload	Separation Acceptance Letter Separation Letter	
	Add			
9	Enter any relevant inf	ormation in the Commer	nts box, as needed.	
	✓ Comments			
	Retiring effective Apr	il 1st		
10	Click submit to initiate	the workflow process.		
	Search Deny	Recycle Approve		

Updating an eForm

1

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.

eForm 101542 - Status Change was Recycled OIT-PSHR-Info@wmich.edu <oit-pshr-info@wmich.edu> To: O Andy Dwyer</oit-pshr-info@wmich.edu>
eForm 101542 - Status Change was recycled and needs rework.
See below for any comments related to this form:
Please update the effective date.
to update and rework this form, click the link below:
https://pshrwst1.cc.wmich.edu:15091/psp/HCL/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=101542&G3FORM_TASK=UPD
To view this form, click the link below:
https://pshrwst1.cc.wmich.edu:15091/psp/HCL/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=101542&G3FORM_TASK=VWS

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.

eForm 1	01542 - Status Change was Recycled
0	O OIT-PSHR-Info@wmich.edu <oit-pshr-info@wmich.edu> To: O Andy Dwyer</oit-pshr-info@wmich.edu>
eForm '	01542 - Status Change was recycled and needs rework.
See bel	ow for any comments related to this form:
Please	update the effective date.
To upda	te and rework this form, click the link below:
https://	pshrwst1.cc.wmich.edu:15091/psp/HCL/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=101542&G3FORM_TASK=UPD
To view	this form, click the link below:

https://pshrwst1.cc.wmich.edu:15091/psp/HCL/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=101542&G3FORM_TASK=VWS

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.

Navigate to the WMU HR eForms for Employees homepage.

	W Western Michigan University
	WMU Employee HR eForms 🗸
	Employee Self Service WMU Employee HR eForms Manager Self Service WMU HR eForms for Managers
2	Click on the Leave & Term Request tile.
	WMU Employee HR eForms 🔻
	Leave & Term Request
3	Select Update LOA or Term Request link.
	 WMU Employee HR eForms Landing Page Begin LOA or Term Request Update LOA or Term Request View LOA or Term Request



	mployee HR e	eForms							Leave	& Term Req	uest		
E Landing	Page		5	Search by	<i>r</i> :								
🔂 Begin Lo	OA or Term F	Request		Form ID		Begins V	With ~						
5 Update	LOA or Terr	m Request		Form Typ	e	Begins V	With ~						
	DA or Term R		-	Form Stat	tus	is Equal	To v						
				Empl ID		Begins V	With ~						
				First Nam	ne	Begins V	With ~						
				Last Nam	ie	Begins V	With ~						
				Effective	Date	is Equal	To v	[
				Lilecuve	Date	is Equal	10 •						
link, yo	u will o	nly see	forms	s that	rid at t are sa	the botto	you or i			e: When a	accessi	ng form:	s fron
link, yo	u will o ny resu	nly see	forms	in a g s that	rid at t are sa	the botto	om of th you or i			e: When a	accessi	ng form	s fron
link, you Click ar	u will on ny resu _{Clear}	nly see It to ac	e forms cess a	in a g s that and up	rid at t are sa	the botto aved by the form	om of th you or i 1.	n prog	ress.				s fron
link, you Click ar Search	u will on ny resu Clear	nly see It to ac Save Search Form Status ⇔	e forms cess a	in a g s that and up First Name ◊	rid at t are sa pdate	the botto aved by the form Effective Date	om of th you or i 1. ^{Original Date}	n prog Last Date ⇔	Job Code ☆	Job Description ♦	Department ☆	Department Description ◊	3 rows
link, you Click ar	u will on ny resu Clear	It to ac Save Search Form Status ◊ Pending	e forms ccess a	in a g s that and up First	rid at t are sa pdate	the botto aved by the form	om of th you or i 1. Original Date	n prog	Job Code ☆	Job Description	Department	Department	3 rows
link, you Click an Search (U will on ny resu Clear Clear STATUSCHG	It to ac Save Search Form Status Pending Pending	Empl ID 417422	in a gi s that and up First Name ↔ Andy	rid at t are sa pdate ^{Last} Name ⇔ Dwyer	the bottc aved by the form Effective Date 2024-04-01	om of th you or i 1. Original Date ≎ 2024-04-15	n prog Last Date	Cess. → 009534 009534	Job Description Oata Analyst	Department ↓ 6400800	Department Description ⇔ Human Res	3 rows
link, you Click an Search (U WILL ON NY RESU Clear Form Type STATUSCHG STATUSCHG	It to ac Save Search Form Status Pending Pending	Empl ID ↔ 417422	in a gu s that and uµ First Name ↔ Andy Andy	rid at t are sa pdate Dwyer Dwyer	the botto aved by the form <u>Effective Date</u> 2024-04-01 2024-04-05	om of th you or i 1. 2024-04-15 2024-04-15	n prog Last Date ↓ 2024-04-15 2024-04-15	Cess. → 009534 009534	Job Description ♦ Data Analyst Data Analyst	Department ◇ 6400800	Department Description ⇔ Human Res Human Res	3 rows
link, you Click an Search (U WILL ON NY RESU Clear Form Type STATUSCHG STATUSCHG	It to ac Save Search Form Status \diamond Pending Pending	Empl ID 417423 417423	in a gi s that and up First Name \diamond Andy Andy Andy	rid at f are sa pdate Dwyer Dwyer	the bottc aved by the form 2024-04-01 2024-04-05 2024-04-01	om of th you or i). 2024-04-15 2024-04-15 2024-04-15	n prog ↓ Last Date ↓ 2024-04-15 2024-04-15	Job Code	Job Description ♦ Data Analyst Data Analyst	Department 6400800 6400800 6400800	Department Description Human Res Human Res Human Res	3 rows



	- Comments
	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
	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.
	Search Withdraw Resubmit
8	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. After Updating a form, you will be re-directed to a Results page.
0	Aller Opdaling 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.

	✓ WMU Employee HR eForms		Leave & Term Rec	quest	
	Andy Dwyer 417423 Record: 0 View Job Data				
	Status Change : Results				
	You have successfully resubmitted your eForm. The eForm has been routed to the next approval ste	o. Ron Swanson.			
	View Approval Route Transaction / Signature Log				
	Current Date Time	Step Title	Description	Form Action	Time Elapsed
	1 04/15/2024 4:21:54PM	Initiated	Andy Dwyer	Submit	
	2 04/19/2024 8:24:52PM	Resubmitted	Andy Dwyer	Resubmit	4 days 4 hours 2 minutes
	Refresh Log				
9	If you want to update another f button and repeat your search.		expand the left s	side menu by clicki	ng the center-left blue
	button and repeat your boaron.				
	View Approval Route				
	Transaction / Signature Log				
	Current Date Time	s			
	1 04/15/2024 121:54PM	Ir			
	2 04/19/2024 8:24:52PM	F			
	Refresh Log				

View a eForm

1

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.

Navigate to the WMU HR eForms for Employees Homepage



	W Western Michigan University
	WMU Employee HR eForms -
	Employee Self Service
	WMU Employee HR eForms
	Manager Self Service
	WMU HR eForms for Managers
2	Click on the Leave & Term Request tile.
	WMU Employee HR eForms -
	Leave & Term Request
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.

						Leave		Request					
Search	ı by:												
Form I	D	Begins	With	•									
Form 1	Гуре	Begins	With	•									
Form S	Status	is Equa	al To	•									
Empl I	D	Begins	With	•									
First N	ame	Begins	With	•									
Last N	ame	Begins	With	•									
	ve Date	is Equa	al To	•									
		Save	Search	ר ר									
Sea	rch Clea	ar Save	Search										
	K		in a gr	id at i	the bot	ttom o	f the pa	ne					
Search	results wil		-				f the pa	ge.					
Search Click an	results wil y result to Clear s	D ACCESS a Bave Search	and vie		e form		f the pay Effective Date ◊	ge. Original Date ≎	Last Date	Job Code ≎	Job Description ≎	Department ↔	3 r Department Description ≎
Search I Click an Search Form ID	results wil y result to	D ACCESS a Bave Search	and vie	ew the	e form	Last	Effective	Original					Department
Search I Click an Search	results wil y result to Clear s Original Operator \diamond	O ACCESS a bave Search	and vie Form Status ≎ Pending	ew the Empl ID ◊	e form	Last Name ≎	Effective Date ♢	Original Date ≎	\$	Code	Description \Diamond	\$	Department Description ♢
Search I Click an Search Form ID ∂ 1 101544	results wil y result to Clear s Original Operator \diamond adwyer	O ACCESS a save Search Form Type F STATUSCHG F	and vie	ew the €mpi ID ♦ 417423	e form. First Name ≎ Andy	Last Name ≎ Dwyer	Effective Date ≎ 2024-04-01	Original Date ≎ 2024-04-15	≎ 2024-04-19	Code	Description ≎ Data Analyst	≎ [*] 6400800	Department Description ≎ Human Res



	Comments				
** M Upd ** A ** M Effe Orig New Te Seg	andy Dwyer fon, Apr 15 24, 10:40:08 PM dating termination date. Audit Event ndy Dwyer fon, Apr 15 24, 10:39:18 PM soctive Date Changed ginal Value: 2024-04-01 w Value: 2024-04-01 w Value: 2024-04-05 ch Audit Details ment: S_TERM_DATES d Details: Record Tag: PAGEREC Field: EFFDT				
** M	ndy Dwyer Ion, Apr 15 24, 04:57:58 PM iring effective April 1st.				
S	Search				
L					
On	the Form History page, you ca	n review approvers	as well as all action	S.	
Ar 41 [°] Re	the Form History page, you ca ndy Dwyer 7423 secord: 0 View Job Data	n review approvers	as well as all action	S.	
Ar 41 Re	ndy Dwyer 7423 ccord: 0	n review approvers	as well as all action	S.	
Ar 41 Re	ndy Dwyer 7423 secord: 0 View Job Data Status Change : History View Approval Route	ın review approvers	as well as all action	S.	
Ar 41 Re	ndy Dwyer 7423 secord: 0 View Job Data Status Change : History View Approval Route Transaction / Signature Log				Time Elapsed
	ndy Dwyer 7423 seord: 0 View Job Data Status Change : History View Approval Route Fransaction / Signature Log Current Date Time	Step Title	Description	Form Action	Time Elapsed
Ar 41 Re	ndy Dwyer 7423 secord: 0 View Job Data Status Change : History View Approval Route Transaction / Signature Log				Time Elapsed

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.

ndy Dwyer 17423 ecord: 0	Cancel	View Approval Route
View Job Data	Review/Edit Approvers	
	Basic Steps	
Q Status Change : History	G3FORM_ID=101545	
	Basic Path	
View Approval Route	Pending	Mot Routed
ransaction / Signature Log	Ron Swanson Employee Supervisor	April Ludgate Department Chair/Director
Current Date Time		
1 04/15/2024 4:57:58PM		
2 04/15/2024 10:40:08PM	Mot Routed	Mot Routed
Refresh Log	April Ludgate Dean/AVP/Division Head >	Multiple Approvers Vice President
Search Previous		
	Not Routed	Mot Routed
	HR Business Partner	Multiple Approvers HR Service Center



You ca	an also see how long a form has	been pending with	a certain approve	er using the transact	tion log.
Q Sta	atus Change : History				
View Ap	pproval Route				
Transacti	ion / Signature Log				
	Current Date Time	Step Title	Description	Form Action	Time Elapsed
1 .	04/15/2024 4:57:58PM	Initiated	Andy Dwyer	Submit	