



3. Click on **Employee's name**.



4. Select **Void**.

You will receive a message, **Transaction successfully completed.**

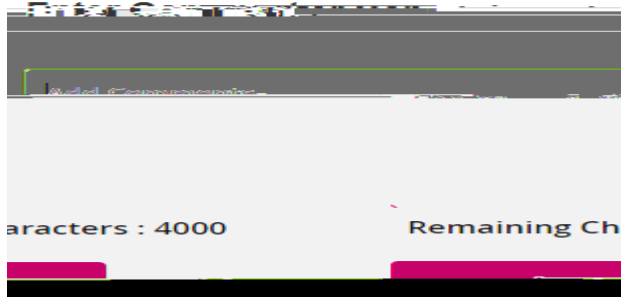


5. Select **Add Comment** to enter a reason why the action needed to be voided.

Adding a comment is optional.



6. Enter Comment.



7. Click **Save**.

The **Voided EPAF** will show in your **History** in the **EPAF Originator Summary**.