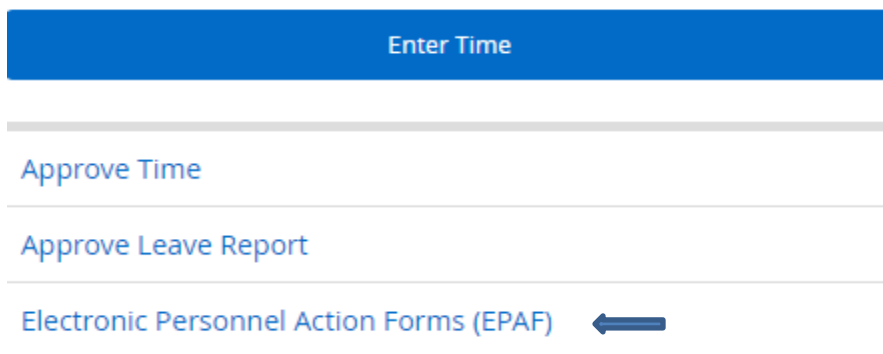


Electronic Personnel Action Forms (EPAF) Adding/Removing a Proxy

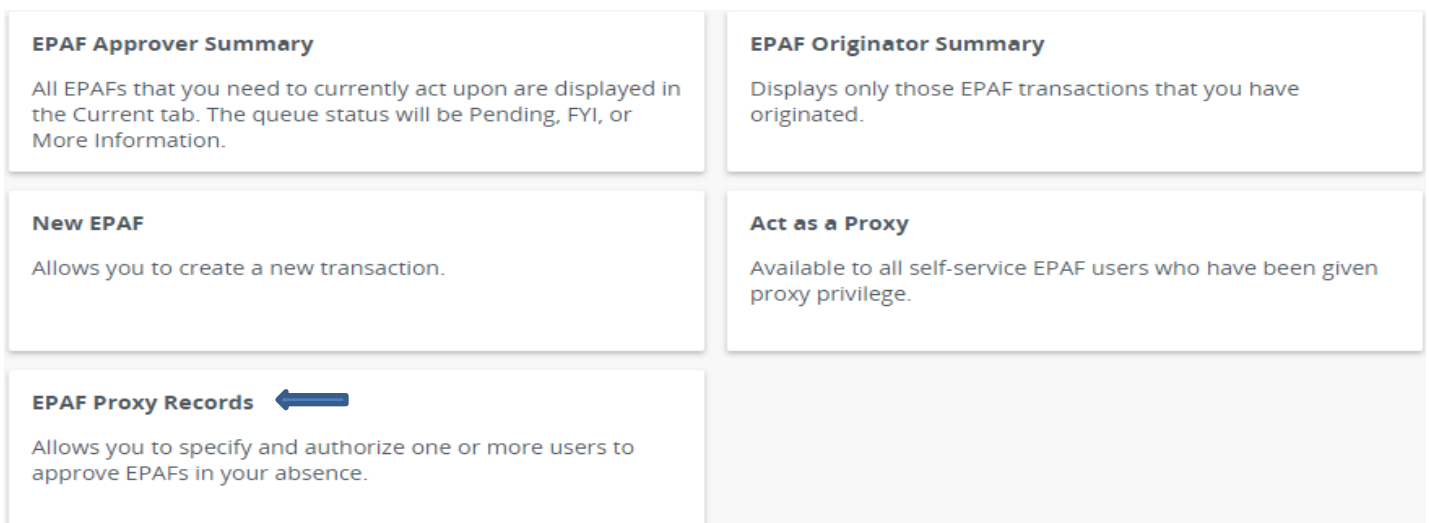
1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities.
If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

My Activities



The screenshot shows a vertical list of menu items under the 'My Activities' header. The items are: 'Enter Time' (highlighted with a blue background), 'Approve Time', 'Approve Leave Report', and 'Electronic Personnel Action Forms (EPAF)' (with a blue arrow pointing to it from the right).

2. The main Electronic Personnel Action Form (EPAF) menu appears.
Select **EPAF Proxy Records**.



The screenshot shows a grid of menu options for the EPAF system. The options are: 'EPAF Approver Summary' (described as displaying current transactions), 'EPAF Originator Summary' (described as displaying originated transactions), 'New EPAF' (described as creating a new transaction), 'Act as a Proxy' (described as available to users with proxy privilege), and 'EPAF Proxy Records' (described as specifying and authorizing users to approve EPAFs in your absence, with a blue arrow pointing to it from the right).

3. **Adding a Proxy**

Select **Approval Level**.

Click **Go**.

EPAF Proxy Records

Approval Level

4. Click **Add Proxy**

Select a **Name** from the list.

Click **Submit**.

Add Proxy for Department

5. **Removing a Proxy**

Select **Approval Level**.

Click **Go**.

EPAF Proxy Records

Approval Level

6. Select a **Name** from the list.
Click **Remove Selected**

Proxies

ABANES, MICHELLE C. (MABANES)

Remove Selected

Add Proxy...