

## EPAF Proxy Records

From the **Electronic Personnel Action Form (EPAF)** menu select **EPAF Proxy Records**. Once at the EPAF Proxy Records screen, select the **Approval Level** for which you wish to designate a Proxy Approver from the drop down menu. Click **Go**.

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### EPAF Proxy Records

Approval Level:

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RELEASE: 8.5

*Note: A callout box on the right states: "On the EPAF Proxy Records page, the user can enter or update his or her EPAF proxy list." A yellow line points from this box to the Approval Level dropdown menu.*

From the **Name** drop down menu, select the individual to designate as the Proxy Approver. Check "Add" next to the individual's name, then click **Save**.

Personal Information Alumni and Friends Student Financial Aid Faculty Services **Employee** Finance

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### EPAF Proxy Records

Approval Level:

Name	Remove	Add
<input type="text" value="Not Selected"/>	<input type="checkbox"/>	<input type="checkbox"/>

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*Note: A red box highlights the Approval Level dropdown menu. Red arrows point to the Name dropdown menu and the Add checkbox.*

To remove a Proxy Approver from your Proxy Record, check "Remove" next to the individual's name, then click **Save**.

**IMPORTANT:**

As in current EPAF functionality, the **user does not assume** the same security as the person he or she is proxy for. When designating a Proxy Approver, be advised that **the proxy must have security access at the designated approval level.**

### EPAF Proxy Records

**Approval Level:** Vice President, VP

Name	Remove	Add
Not Selected	<input type="checkbox"/>	<input type="checkbox"/>
Abdelrahim, Muna (J006		
Abdur-Rashied, G. Sakir 207)		
Abed, Khalid H. (J00458		
Abram, Timothy L. (J00		
Abu-EL Humos, Ali (J00		
Acker, Geoffrey B. (J00		
Adams, Frankie R. (J00		
Adams, James D. (J000		
Adams, Lakeitha N. (J0		
Adams, Linda F. (J0009		
Adams-Ginyard, Jamea )		
Adams-Johnson, Franky 3807)		
Addison, Clifton (J00103		
Agho, Ellen O. (J000156		
Ahmad, Hafiz A. (J0054		

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The user may select another approval level and click the "Go" button.

The page will be refreshed and the data for the approval level chosen in the list will be presented.

**To add proxies,** select a name from the pull-down list, select the check box under the label "Add" and then click save.

Users may enter proxies for every Approval Level where the user is listed as an approver

**To remove proxies,** select the check box next to the name, and then click .

**EPAF Proxy Records**

**Approval Level:** Vice President, VP

Name	Remove	Add
Thomas, Michael (J0003 )	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**EPAF Proxy Records**

**Approval Level:** Dean\_Director, DEAN

Name	Remove	Add
Spann-Pack, Robin M. (J 804)	<input type="checkbox"/>	<input type="checkbox"/>
Thomas, Michael (J00032557)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Not Selected	<input type="checkbox"/>	<input type="checkbox"/>