Approve or View an ePAF as a Proxy

A manager can choose another manager to act on their behalf in the event of their absence (“PROXY”). Also, this will allow other managers to view past, present and future ePAFs. Here’s how a Proxy can access and view ePAF transactions.

1. From the ePAF menu, click on ePAF Approver Summary.

2. Select Act as a Proxy.

3. In the Proxy For field on the next screen, use the drop-down menu to indicate who you are acting as a proxy for. You can indicate a range of dates if you want to work with transactions only within specific date range; otherwise, leave the date fields blank. Press the GO button.

4. Follow the steps to view and search for ePAF transactions.