

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.

Electronic Personnel Action Form

[EPAF Approver Summary](#) ←
[EPAF Originator Summary](#)
[New EPAF](#)
[EPAF Proxy Records](#)
[Act as a Proxy](#)

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2. Select **Act as a Proxy**.

Electronic Personnel Action Form

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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.

Proxy or Superuser or Filter Transactions

Act as a proxy or a superuser and enter the following criteria to filter transactions.

| | |
|--|--------------------------|
| Proxy For: | Maclin, Vonda O. ▾ |
| Act as a Superuser: | <input type="checkbox"/> |
| Submitted From Date: MM/DD/YYYY | 01/01/2010 |
| Submitted To Date: MM/DD/YYYY | 06/24/2013 |
| Transactions Per Page: | 25 ▾ |
| <input type="button" value="Go"/> | |