

ePAF – Creating a Proxy

You can choose another manager to act on your behalf in the event of your absence ('proxy'). All approvers should have at least one proxy. ***This will allow your proxy to view past, present and future ePAFs; and approve your current ePAF transactions.*** Here how to set it up:

1. Click on **ePAF Proxy Records**

Electronic Personnel Action Form

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

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2. Use the drop-down list to choose the name for the Approval Level; then select **“GO”**.

EPAF Proxy Records

Approval Level: CP/Dir/DeptHead/Res Mgr/Dean, C/D/D

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

3. Choose the name for your proxy from the drop-down list, then “check’ Add checkbox. Select **“SAVE”**.

EPAF Proxy Records

Approval Level: CP/Dir/DeptHead/Res Mgr/Dean, C/D/D

Name	Remove	Add
Maclin, Vonda O. (VOM0001)	<input type="checkbox"/>	<input checked="" type="checkbox"/>