

## HOW TO ACT AS PROXY

To act as a proxy, an Approver in the queue will first need to identify you as a proxy using the Set-Up Proxy feature. Once this is completed then you can approve EPAF transactions on the behalf of the Approver. To do so, you will need to follow the steps below before you can take action on any EPAF transactions for the Approver.

Steps	Instructions	Comments
1	Go to the EPAF menu and select “Act as a Proxy” menu option.	



Electronic Personnel Action Form (EPAF)

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EPAF Originator Summary

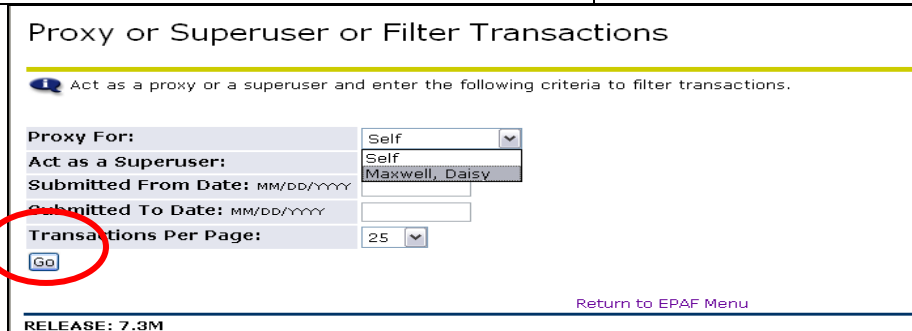
New EPAF

Act as a Proxy 

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RELEASE: 7.3M

Steps	Instructions	Comments
2	Select the person you are going to Proxy For from the drop down menu.	If the person’s name is not available, this means that the Approver did not set you up as a proxy.
3	Leave blank the Submitted From Date and the Submitted To Date.	
4	Click on Go.	



Proxy or Superuser or Filter Transactions

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

Proxy For:

Act as a Superuser:

Submitted From Date: MM/DD/YYYY

Submitted To Date: MM/DD/YYYY

Transactions Per Page:

[Return to EPAF Menu](#)

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RELEASE: 7.3M

Steps	Instructions	Comments
5	Once you click Go, the system will take you to the EPAF Approver Summary form.	You will also receive a workflow emails as a proxy
	You will now have the access to approve, acknowledge, or return EPAFs at the approval level for which you have been designated by the EPAF Approver.	



EPAF Approver Summary

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**Current** | In My Queue | History

 Select the link under Name to access details of the transaction.

Filtering On

Queue Status:

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

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EPAF Transactions