

## APPROVER – Getting Started in EPAF

### SETTING- UP – EPAF PROXY


Those who are eligible to approve EPAF transactions is required to designate and setup a Proxy – someone who can approve the transactions in your absence.

To set-up a proxy:

Steps	Instructions	Comments
1	From the EPAF Menu, select EPAF Proxy Records. <b>OR</b> On the EPAF Approver Summary Form you can click on “Update Proxies”.	

Electronic Personnel Action Form (EPAF)

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

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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

Go



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

Steps	Instructions	Comments
2	On the EPAF Proxy Record screen, you must designate a Proxy for each level at which you are eligible to approve EPAFs. Select the <b>Approval Level</b> and click “Go”.	

EPAF Proxy Records

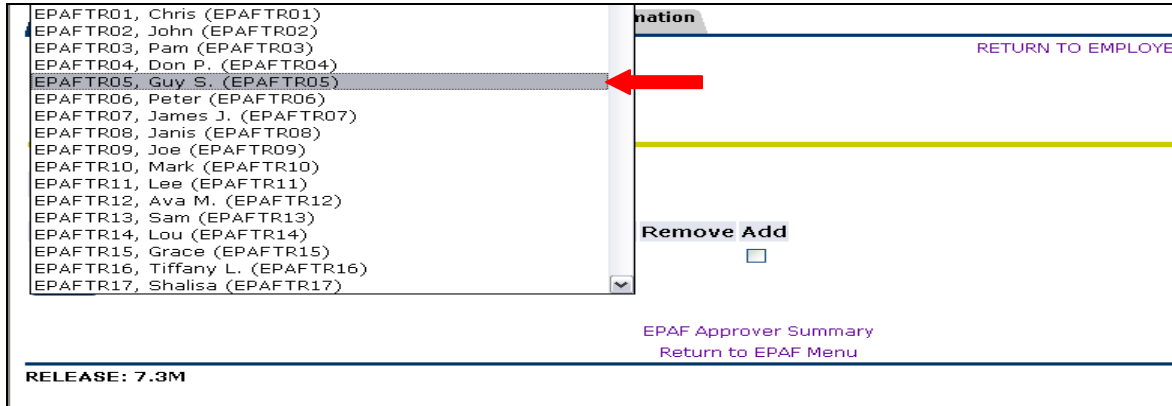
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Approval Level: Department Approvers, DEPTAP Go

[EPAF Approver Summary](#)  
[Return to EPAF Menu](#)

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Steps	Instructions	Comments
3	Select from the drop down box the name of the person who will be your proxy. Click in the <b>Add</b> check box next to the name. Then click <b>Save</b> .	




**Please Note:** Only the first proxy identify in your list will receive a workflow email which will signify that there is an EPAF pending for their action.

Steps	Instructions	Comments
4	If you need to remove your proxy, follow the same steps 1- 3 but instead of clicking the <b>Add</b> check box, click on the <b>Remove</b> check box. Then click <b>Save</b> .	(If you need to identify more than one Proxy, follow steps 1 – 3 again.)

