



Act as a Proxy Approver

1. Go to **Electronic Personnel Action Form** under the **Employee** tab.
2. Select **Act as a Proxy**.

The screenshot shows the 'Electronic Personnel Action Form' interface. At the top, there are two tabs: 'Personal Information' and 'Employee', with 'Employee' being the active tab. Below the tabs, the title 'Electronic Personnel Action Form' is displayed. A yellow horizontal line separates the title from a list of menu items: 'EPAF Approver Summary', 'EPAF Originator Summary', 'New EPAF', 'EPAF Proxy Records', and 'Act as a Proxy'. A red arrow points to the 'Act as a Proxy' option.

3. Select the individual you wish to **Proxy For** with the drop down menu.
4. **Submitted From Date** and **Submitted To Date**: Leave blank if you want to see all EPAFs that require this individual's approval. Or input submission date parameters.
5. Click **Go**.

The screenshot shows a form for selecting proxy parameters. It includes a 'Proxy For:' dropdown menu with 'Self' selected. Below it are two date input fields: 'Submitted From Date: MM/DD/YYYY' and 'Submitted To Date: MM/DD/YYYY', both of which are empty. There is also a 'Transactions Per Page:' dropdown menu with '25' selected. At the bottom left, a 'Go' button is circled in red.

6. You will have access to approve, acknowledge, or return EPAFs at the approval level for which you have been designated by the EPAF Approver.

See Appendix document titled "Approving EPAFs" for instructions on approving, acknowledging, and returning EPAFs.

IMPORTANT - To perform the proxy function:

1. You must have security access at the levels for which you will approve EPAFs. So, you must have an EPAF Security Application on file with USF Payroll.
2. You must be a designated proxy by the original approver. See Appendix document titled "Designate a Proxy Approver."