



Designate a Proxy Approver

1. Go to **Electronic Personnel Action Form** under the **Employee** tab.
2. Select **EPAF Proxy Records**.

Personal Information Employee

Electronic Personnel Action Form

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records**
- Act as a Proxy

3. Select the **Approval Level** for which you wish to designate a Proxy Approver from the drop down menu. Click **Go**.

EPAF Proxy Records

Approval Level: Division, DIVAPR

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

4. From the **Name** drop down menu, select the individual to designate as the Proxy Approver.
5. Check "Add" next to the individual's name, then click **Save**.

To remove a Proxy Approver from your Proxy Record, check "Remove" next to the individual's name, then click **Save**.

IMPORTANT:

When designating a Proxy Approver, be advised that the proxy must have security access at the designated approval level. He or she must have a completed EPAF Security Application on file with USF Payroll.