EPAF - Proxy Features

Act as a Proxy
- From the EPAF main menu, click Act as Proxy

> **Act as a Proxy**
>
> Available to all self-service EPAF users who have been given proxy privilege.

Select Proxy for:
- Click on the Proxy For drop down and select the name you are acting as proxy
- Click Go

NOTE: You can filter the approval list by adding submit dates

Review and Approve Transactions
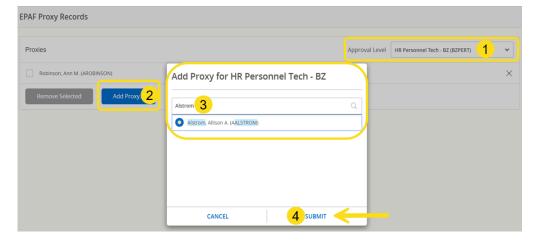- Follow the Approving EPAFs guide to review and approve items in the queue

> **Proxy or Superuser or Filter Transactions**
>
> (i) Act as a proxy or a superuser and enter the following criteria to filter transactions.
>
> **Proxy For**
> Ellsbury, Jackie M.
>
> ☐ Act as a Superuser
>
> **Submitted From Date**
> MM/dd/yyyy
>
> **Submitted To Date**
> MM/dd/yyyy
>
> **Transactions Per Page**
> 25
>
> Go

Manage Your Proxies
- From the EPAF main menu, click EPAF Proxy Records

> **EPAF Proxy Records**
>
> Allows you to specify and authorize one or more users to approve EPAFs in your absence.

EPAF Proxy Records

Proxies   Approval Level   HR Personnel Tech - BZ (BZPERT)   **1**

☐ Robinson, Ann M. (AROBINSON)

Remove Selected   Add Proxy. **2**

Add Proxy for HR Personnel Tech - BZ

Alstrom   **3**

◉ Alstrom, Allison A. (AALSTROM)

CANCEL   **4** SUBMIT

Adding a Proxy
1. Select the Approval Level you want to add a proxy to
2. Click Add Proxy
3. Select or search for a name
4. Click Submit

Removing a Proxy
1. Click the box next to the name to be removed
2. Click Removed Selected

1 ☑ Robinson, Ann M. (AROBINSON)

2 Remove Selected   Add Proxy...