

# 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

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.

The screenshot shows the 'EPAF Proxy Records' interface. At the top, there is a section for 'Proxies' with a list of users, including 'Robinson, Ann M. (AROBINSON)'. A yellow box highlights the 'Add Proxy' button, labeled with a yellow circle containing the number 2. A modal dialog box titled 'Add Proxy for HR Personnel Tech - BZ' is open. It has a search bar with 'Alstrom' entered, and a list of results showing 'Alstrom, Allison A. (AALSTROM)' selected. A yellow circle with the number 3 is next to the search bar. At the bottom of the dialog, there are 'CANCEL' and 'SUBMIT' buttons. A yellow circle with the number 4 is next to the 'SUBMIT' button, which is highlighted by a yellow arrow. In the background, the 'Approval Level' dropdown is set to 'HR Personnel Tech - BZ (BZPERT)' and is highlighted with a yellow circle and the number 1.

## 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

The screenshot shows the 'EPAF Proxy Records' interface. A yellow circle with the number 1 is next to a checkbox that is checked, next to the name 'Robinson, Ann M. (AROBINSON)'. Below this, there are two buttons: 'Remove Selected' and 'Add Proxy...'. A yellow circle with the number 2 is next to the 'Remove Selected' button, which is highlighted by a yellow arrow.