



GO TO PERSONNEL ACTION LINK (a.k.a. EPAF-Electronic Personnel Action Form)

- <https://bannerepaf.utoledo.edu/>
- You may need to log in using your university credentials

WHO CAN SET-UP PROXY ACCESS

- Only an Approver can be set-up as a Proxy

SETTING UP PROXY ACCESS

- From the Menu select "Approver Summary"

The screenshot shows a navigation menu with the following items: NEW REQUEST, ALL REQUESTS, ADMIN, ORIGINATOR SUMMARY, APPROVER SUMMARY (highlighted with a blue box and an arrow), PROXY RECORDS, ACT AS A PROXY, and LOG OUT. Below the menu, there are two input fields: 'Personnel Action Type *' with a dropdown menu and 'Rocket Number *' with a text box. To the right of the 'Rocket Number' field is the text 'or Search by name'. A 'NEXT' button is located at the bottom left.

- Select "Update Proxies"

The screenshot shows the EPAF interface with tabs for 'Current', 'In My Queue', and 'History'. Below the tabs, there is a message: 'Select the link under Name to access details of the transaction.' Below this is a 'Queue Status' section with a dropdown menu set to 'All' and a 'Go' button. A red error message states: 'No transactions found in your queue.' At the bottom right, there is a navigation bar with links: 'New EPAF', 'Update Proxies' (highlighted with a blue box and an arrow), 'Search', 'Proxy or Superuser or Filter Transactions', and 'Return to EPAF Menu'.

- Select the "Approval Level" (i.e. Leave of Absence, LOA)
- Click "Go"

The screenshot shows the 'EPAF Proxy Records' form. It has a title bar and a yellow horizontal line. Below the line, there is an 'Approval Level:' label followed by a dropdown menu set to 'Leave of Absence, LOA' and a 'Go' button.

- Search for the name in the list
NOTE: only those employees who have been tied to the approval level will be in the list
- Select the name
- Click the box under “Add” and a check will be placed in the box.
- Click “Save”

Before

Approval Level:

Name	Remove	Add
<input type="text" value="Bercheni, Mark L. (MBERCHE)"/>	<input type="checkbox"/>	<input type="checkbox"/>

After

Approval Level:

Name	Remove	Add
<input type="text" value="Bercheni, Mark L. (MBERCHE)"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

APPROVING AS A PROXY ACCESS

- From the Menu select “Act as a Proxy”

NEW REQUEST ALL REQUESTS ADMIN ORIGINATOR SUMMARY APPROVER SUMMARY PROXY RECORDS **ACT AS A PROXY** LOG OUT

Personnel Action Type *

Rocket Number * or Search by name

- In the field “Proxy For” click the drop down arrow.
 - Select the user you are “Proxying for”
 - Click on “Go”
 - Follow the steps in “Approving the EPAF”

Proxy or Superuser or Filter Transactions

The approver may select a person to proxy, choose to act as a Superuser page. All proxy users will need to have an active Banner account. If the p

Proxy For:

Act as a Superuser:

Submitted From Date: MM/DD/YYYY

Submitted To Date: MM/DD/YYYY

Transactions Per Page: