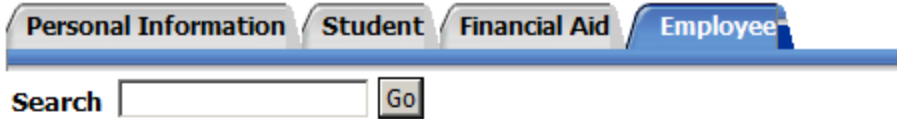


How to Set up a Proxy

Approvers should designate a proxy for approving in their absence if needed. From the self-service Employee Menu, Choose Student Electronic Personnel Action, then EPAF Proxy Records.



The screenshot shows a navigation bar with four tabs: "Personal Information", "Student", "Financial Aid", and "Employee". The "Employee" tab is highlighted in blue. Below the tabs is a search bar with the text "Search" and a "Go" button.

Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

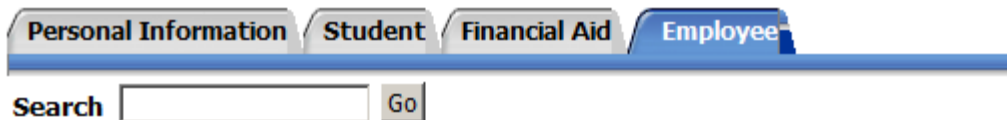
[Act as a Proxy](#)



RELEASE: 8.5

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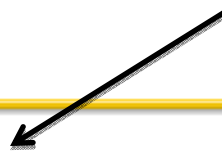
Next, choose the Approval Level that you are choosing a Proxy for.



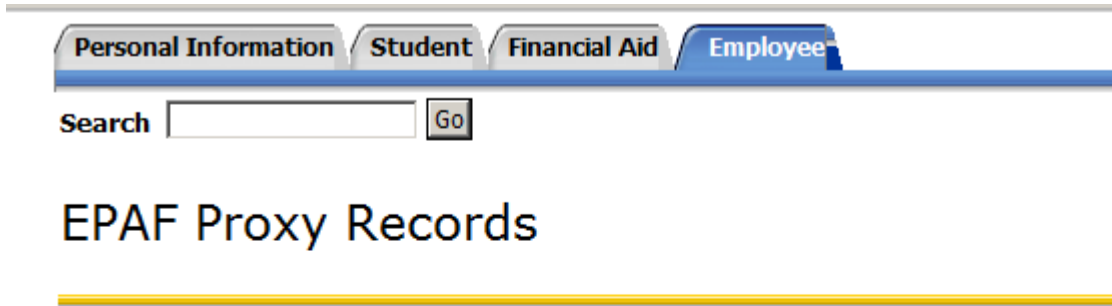
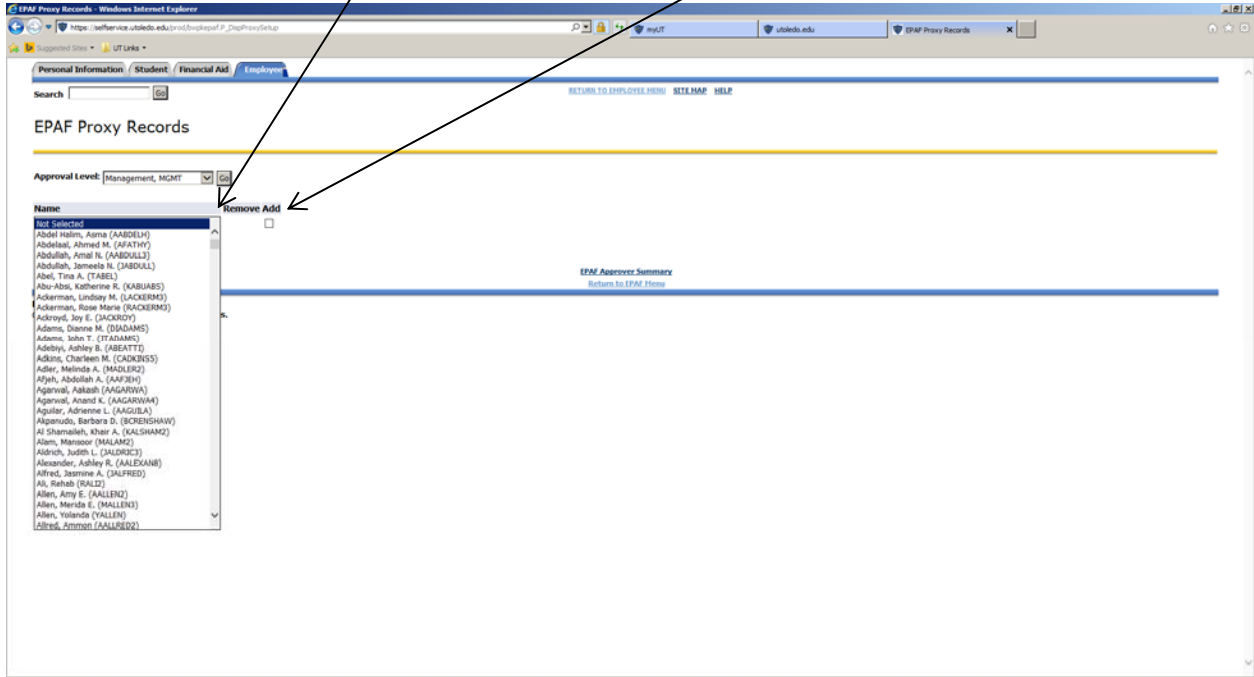
The screenshot shows the same navigation bar as above, with the "Employee" tab selected. Below the tabs is a search bar with the text "Search" and a "Go" button.

EPAF Proxy Records

Approval Level:



Set up a Proxy from the drop down, select a name and then check add. When finished, save. Your proxy can now act in your behalf for approving EPAF records.



Approval Level: Management, MGMT

Name