## 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.

Personal Information Student Financial Aid Employee
Search Go
Electronic Personnel Action Form
EPAF Approver Summary EPAF Originator Summary New EPAF EPAF Proxy Records Act as a Proxy
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Next, choose the Approval Level that you are choosing a Proxy for.

Personal Information Student / Fina	ncial Aid Employee
Search Go	
EPAF Proxy Records	
Approval Level: Management, MGMT	✓ Go

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.

EPAF Proxy Records - Windows Internet Explorer						<u>⊒iei ×</u>
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Adkins, Charleen M. (CADKINS5) Adler, Melinda A. (MADLIR2)						
Afjeh, Abdollah A. (AAFJEH) Aganwal, Aakash (AAGARWA)						
Aganval, Anand K. (AAGARWA4) Agular, Adrienne L. (AAGUILA)						
Algenuos, Barbara D. (BCRENSHAW) Al Shamaleh, Khair A. (KALSHAM2) Alam Manaoor (MALAM2)						
Aldrich, Judith L. (JALDRIC3) Alexander, Ashley R. (AALEXAN8)						
Alfred, Jasmine A. (JALFRED) Ali, Rehab (RALIZ)						
Allen, Amy E. (AALLEN2) Allen, Merida E. (MALLEN3)						
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