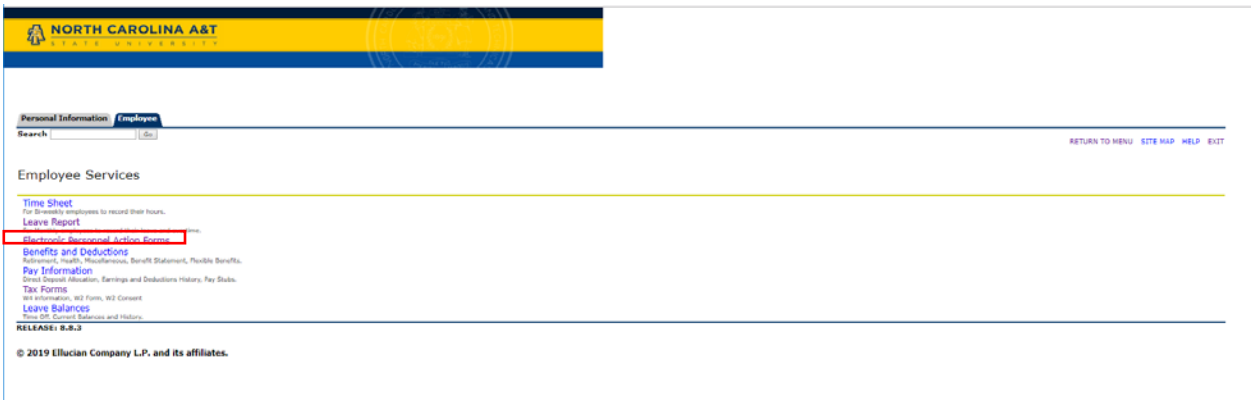
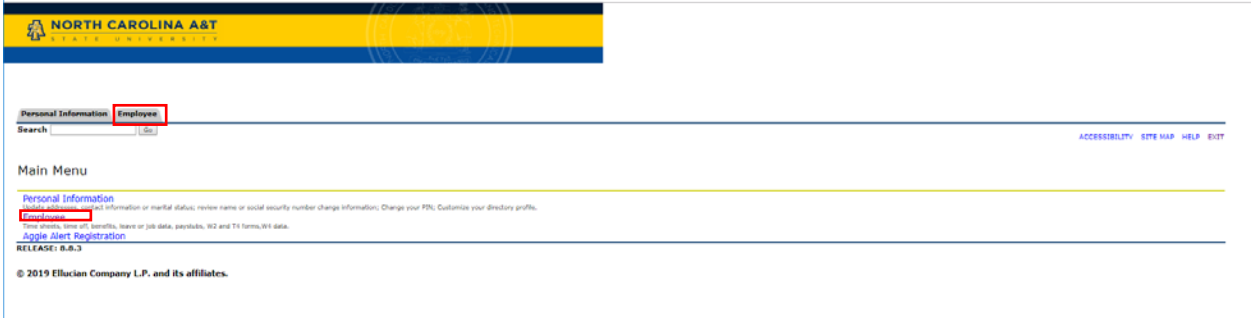


Division of Human Resources ePAF ePAF Act as a Proxy

Approve an ePAF as a Proxy

1. Select *Electronic Personnel Action Form* under the *Employee* Tab in Aggie Access Online.

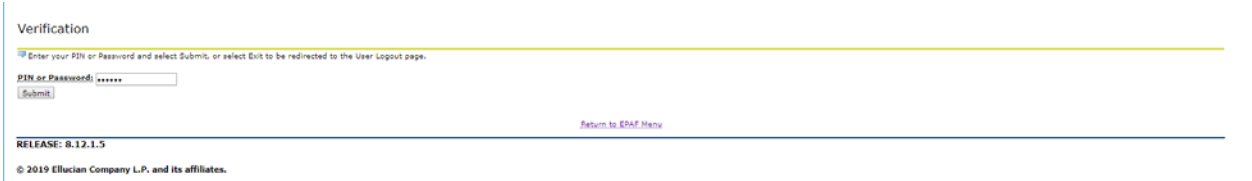


*You must have submitted an ePAF Security Access Form to HR to have access to this link

2. Select *Act as a Proxy*.



3. Re-enter Pin.



Division of Human Resources ePAF

ePAF Act as a Proxy

4. Click on the dropdown beside Proxy For and select the person who selected you as their proxy.



Proxy or Superuser or Filter Transactions

Act as a proxy of a superuser and enter the following criteria to filter transactions.

Proxy For: [Dropdown]

Act as a Superuser: [Text]

Submitted From Date: MM/DD/YYYY [Text]

Submitted To Date: MM/DD/YYYY [Text]

Transactions Per Page: 25 [Dropdown]

[Go]

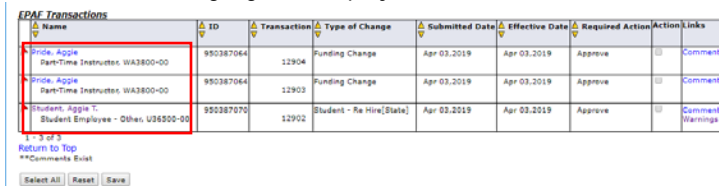
[ePAF Approver Summary](#)

[Return to ePAF Menu](#)

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5. View their list of employees with actions waiting for approval.
6. Click on the blue highlighted Employee's name to review the ePAF.



Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action Links
Prude, Aggie Part-Time Instructor, WA3800-00	950387064	12904	Funding Change	Apr 03, 2019	Apr 03, 2019	Approve	Comments
Prude, Aggie Part-Time Instructor, WA3800-00	950387064	12903	Funding Change	Apr 03, 2019	Apr 03, 2019	Approve	Comments
Student, Aggie T. Student Employee - Other, U26500-00	950387070	12902	Student - Re Hire[State]	Apr 03, 2019	Apr 03, 2019	Approve	Comments Warnings

1 - 3 of 3
[Return to Top](#)
**Comments Edit

[Select All](#) [Reset](#) [Save](#)

7. Review the information in the ePAF and if the data is accurate, **Approve** the ePAF.