

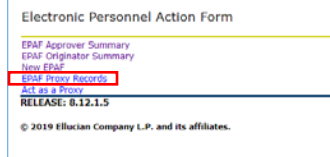
Division of Human Resources

ePAF Proxy Setup

Proxy Setup

Proxies are individuals that have been authorized to approve an ePAF in the absence of an original approver.

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



3. Re-enter Pin.

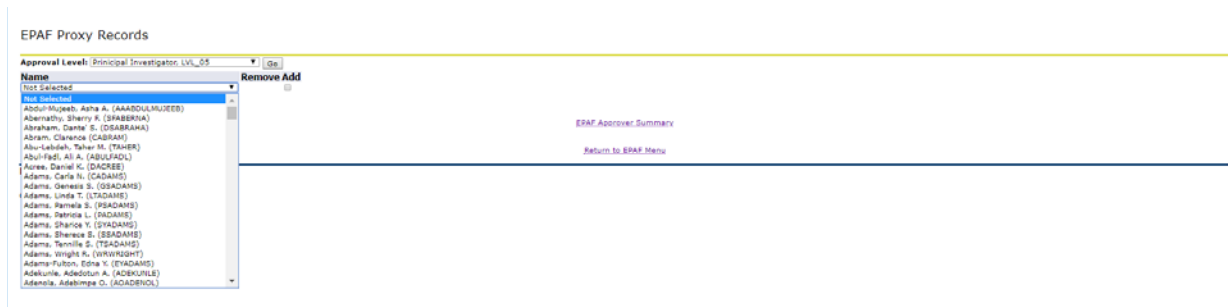


4. Click on the dropdown beside **Approval Level**. Select your Approval Level.



*If you are an approver for multiple Approval Levels, you will need to setup a Proxy for all of the Approval Levels separately.

5. Select the person that you would like to assign as your proxy.



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6. Check Add and Save.

The screenshot shows the 'EPAF Proxy Records' interface. At the top, there is a header 'EPAF Proxy Records'. Below it, the 'Approval Level' is set to 'Principal Investigator, LVJ_05'. The 'Name' field contains 'Smith, Penelope L. (PENNY)' and the 'State' field contains 'PA'. The 'Add' button is highlighted with a red box. Other buttons visible include 'Remove', 'Save', 'EPAF Approver Summary', and 'Return to ePAF Menu'. At the bottom, there is a footer with 'RELEASE: 8.12.1.5' and '© 2019 Ellucian Company L.P. and its affiliates.'

7. To Remove a Proxy, Check Remove and Save.

The screenshot shows the 'EPAF Proxy Records' interface. At the top, there is a header 'EPAF Proxy Records'. Below it, the 'Approval Level' is set to 'Principal Investigator, LVJ_05'. The 'Name' field contains 'Smith, Penelope L. (PENNY)' and the 'State' field contains 'PA'. The 'Remove' button is highlighted with a red box. Other buttons visible include 'Add', 'Save', 'EPAF Approver Summary', and 'Return to ePAF Menu'. At the bottom, there is a footer with 'RELEASE: 8.12.1.5' and '© 2019 Ellucian Company L.P. and its affiliates.'