## **EPAF - How to Assign a Proxy for Approvals**

Proxy is the authority to act on behalf of someone. A supervisor who assigns proxy to someone should understand that the ultimate responsibility for anything approved by the proxy on their behalf lies with the supervisor.

1. Log in to my.acu.edu and click on the Employee tab or link

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Student Services & Financial Aid	Employee Personal Information Finance		
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Main Menu			
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View or update addresses, contact inform Finance Menu	ation or marital status; review name or social security number change in	rmation; Change your PIN.	
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3. Click on the EPAF Proxy Records Link

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ACU People  Search	
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Search Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
Electronic Personnel Action Form	
EPAF Approver Summary EPAF Orginator Summary	
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4. Select from the drop down box the role that you wish to proxy and select the Go button

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1st Approver-Level 4 or Higher, APPR1	
2nd Approver-Level 3 or Higher, APPR2	EPAF Approver Summary
FYI-Level 2 or Higher, FYI	Return to EPAF Menu
RELEASE: 8.5 Payroll, APPLY Superviser SUPUSE	

5. Another drop down box will appear. Select the name of the individual you wish to assign proxy to, check the Add box, and then the save button

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MyACU ACU People Search	
Student Services & Financial Aid Employee Personal Information Finance	
Search Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
EPAF Proxy Records	
Approval Level: 1st Approver-Level 4 or Higher, APPR1 💌 Go	
Name Remove Add	
Seidensticker, Donna E. (DES06A)	
Save	
	EPAF Approver Summary
	Return to EPAF Menu
RELEASE: 8.5	

The person assigned proxy may now approve ePAFs on your behalf.