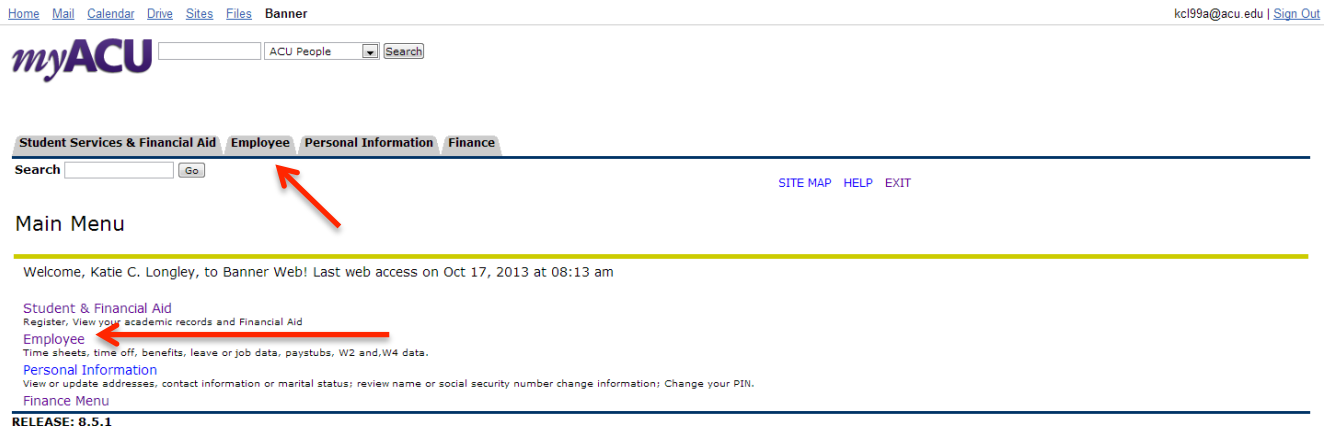


EPAF - How to Assign a Proxy for Approvals

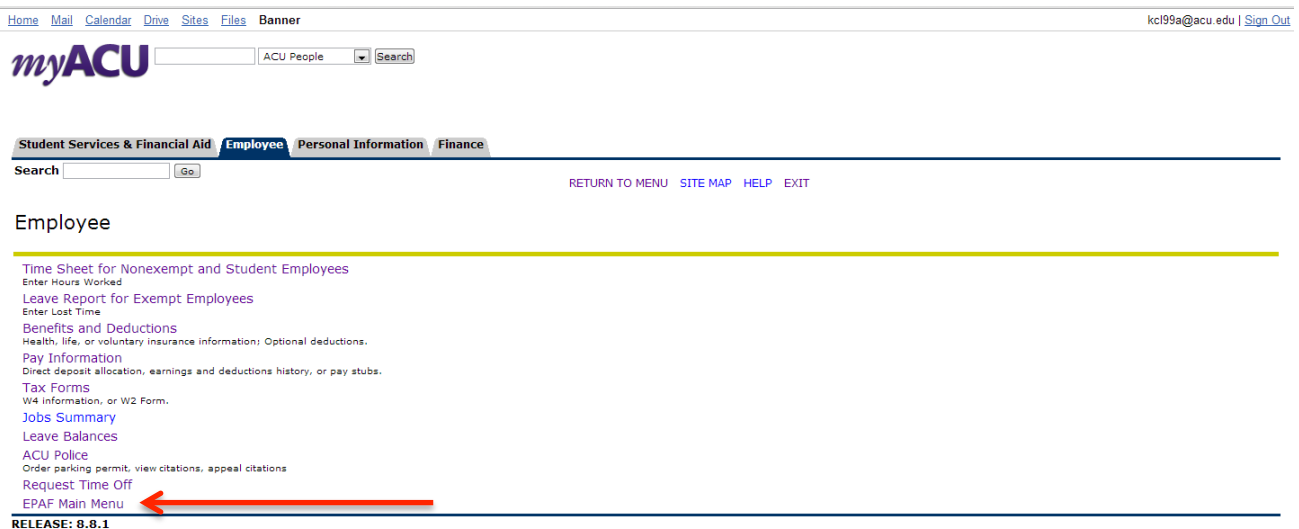
Proxy is the authority to act on behalf of someone. A supervisor who assigns proxy to someone should understand that the ultimate responsibility for anything approved by the proxy on their behalf lies with the supervisor.

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



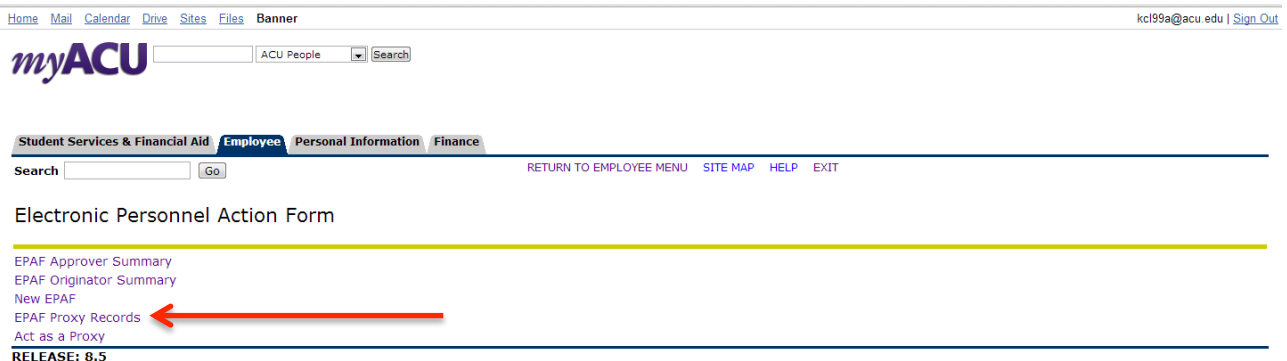
The screenshot shows the myACU homepage. At the top, there is a navigation bar with links: Home, Mail, Calendar, Drive, Sites, Files, Banner. On the right, it says 'kcl99a@acu.edu | Sign Out'. Below this is a search bar with 'myACU' and a dropdown menu for 'ACU People' with a 'Search' button. A red arrow points to the 'Employee' tab in the main navigation bar, which is highlighted. Below the navigation bar, there is a 'Main Menu' section. It includes a welcome message: 'Welcome, Katie C. Longley, to Banner Web! Last web access on Oct 17, 2013 at 08:13 am'. Below this are links for 'Student & Financial Aid', 'Employee', 'Personal Information', and 'Finance Menu'. A red arrow points to the 'Employee' link. At the bottom, it says 'RELEASE: 8.5.1'.

2. Click on EPAF Main Menu



The screenshot shows the myACU Employee page. The navigation bar is the same as the previous screenshot. Below the navigation bar, there is a search bar and a 'RETURN TO MENU' link. The main content area is titled 'Employee' and contains a list of links: 'Time Sheet for Nonexempt and Student Employees', 'Leave Report for Exempt Employees', 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Jobs Summary', 'Leave Balances', 'ACU Police', 'Request Time Off', and 'EPAF Main Menu'. A red arrow points to the 'EPAF Main Menu' link. At the bottom, it says 'RELEASE: 8.8.1'.

3. Click on the EPAF Proxy Records Link



The screenshot shows the myACU EPAF Proxy Records page. The navigation bar is the same as the previous screenshots. Below the navigation bar, there is a search bar and a 'RETURN TO EMPLOYEE MENU' link. The main content area is titled 'Electronic Personnel Action Form' and contains a list of links: 'EPAF Approver Summary', 'EPAF Originator Summary', 'New EPAF', 'EPAF Proxy Records', and 'Act as a Proxy'. A red arrow points to the 'EPAF Proxy Records' link. At the bottom, it says 'RELEASE: 8.5'.

4. Select from the drop down box the role that you wish to proxy and select the Go button

Home Mail Calendar Drive Sites Files Banner kcl99a@acu.edu | [Sign Out](#)

myACU ACU People

Student Services & Financial Aid **Employee** Personal Information Finance

Search [RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

EPAF Proxy Records

Approval Level: ←

1st Approver-Level 4 or Higher, APPR1

2nd Approver-Level 3 or Higher, APPR2

FYI-Level 2 or Higher, FYI

Payroll, APPLY

Superuser, SUPUSR

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

RELEASE: 8.5

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

Home Mail Calendar Drive Sites Files Banner kcl99a@acu.edu | [Sign Out](#)

myACU ACU People

Student Services & Financial Aid **Employee** Personal Information Finance

Search [RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

EPAF Proxy Records

Approval Level:

Name ☒

← ←

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

RELEASE: 8.5

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