

# EPAF - How to Act as a Proxy

Once proxy has been assigned, follow these instructions to approve or acknowledge ePAFs as a proxy.

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

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myACU  ACU People

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

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### Main Menu

Welcome, Katie C. Longley, to Banner Web! Last web access on Oct 17, 2013 at 08:13 am

[Student & Financial Aid](#)  
Register, View your academic records and Financial Aid

[Employee](#) ←

[Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.](#)

[Personal Information](#)  
View or update addresses, contact information or marital status; review name or social security number change information; Change your PIN.

[Finance Menu](#)

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2. Click on EPAF Main Menu

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### Employee

[Time Sheet for Nonexempt and Student Employees](#)  
Enter Hours Worked

[Leave Report for Exempt Employees](#)  
Enter Lost Time

[Benefits and Deductions](#)  
Health, life, or voluntary insurance information; Optional deductions.

[Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)  
W4 information, or W2 Form.

[Jobs Summary](#)

[Leave Balances](#)

[ACU Police](#)  
Order parking permit, view citations, appeal citations

[Request Time Off](#)

[EPAF Main Menu](#) ←

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3. Click on the Act as a Proxy link

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### Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#) ←

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4. Select from the drop down box the person you are serving as proxy for and select the Go button.

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**Proxy or Superuser or Filter Transactions**

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

**Proxy For:**  

**Act as a Superuser:**

**Submitted From Date:** MM/DD/YYYY

**Submitted To Date:** MM/DD/YYYY

**Transactions Per Page:**

[EPAF Approver Summary](#)  
[Return to EPAF Menu](#)

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RELEASE: 8.7

5. You should now be able to see the ePAFs and approve or acknowledge them as necessary. Please review the instructions on Approving and Acknowledging ePAFs on the HR website.