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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3. Click on the Act as a Proxy link

Home Mail Calendar Drive Sites Files Banner	kc199a@	@acu.edu <u>Sign Out</u>
ACU People Rearch		
Student Services & Financial Aid Employee Personal Information Finance		
Search Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT	
Electronic Personnel Action Form		
EPAF Approver Summary		
New EPAF		
EPAF Proxy Records Act as a Proxy		
RELEASE: 8.5		

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

Home Mail Calendar Drive Sites Files Banner	kcl99a@acu.edu <u>Sign Out</u>		
ACU People V Search			
Student Services & Financial Aid Employee Personal Information Finance Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT			
Proxy or Superuser or Filter Transactions			
Act as a proxy or a superuser and enter the following criteria to filter transactions.			
Proxy For: Self			
Act as a Superuser: Self Empiric Kimberly D			
Submitted From Date: MM/DD/YYYY Phillips, Erin R.			
Submitted To Date: MM/DD/YYYY			
Transactions Per Page: 25 💌			
Go			
EPAF Approver Summary			
Return to EPAF Menu			
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.