

EPAF - How to Remove 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

Search SITE MAP HELP EXIT

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](#) ←

[Personal Information](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.
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 EPAF Proxy Records 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 role that you wish to remove the proxy from and select the Go button

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EPAF Proxy Records

Approval Level: 1st Approver-Level 4 or Higher, APPR1 EPAF Approver Summary
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1st Approver-Level 4 or Higher, APPR1
1st Approver-Level 4 or Higher, APPR1
2nd Approver-Level 3 or Higher, APPR2
FYI-Level 2 or Higher, FYI
Payroll, APPLY
Superuser, SUPUSR

5. Another drop down box will appear with a list of individuals who are assigned as proxy for that role. Select the name of the individual you wish to remove proxy from, check the Remove box, and then the save button

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EPAF Proxy Records

Approval Level: Payroll, APPLY

Name **Remove** **Add**

Greenawalt, Jimmie L. (GREENAWALTJ)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seidensticker, Donna E. (DES06A)	<input type="checkbox"/>	<input type="checkbox"/>

Not Selected EPAF Approver Summary
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The person assigned proxy will no longer have access to approve ePAFs on your behalf. We recommend you review this no less frequently than annually.