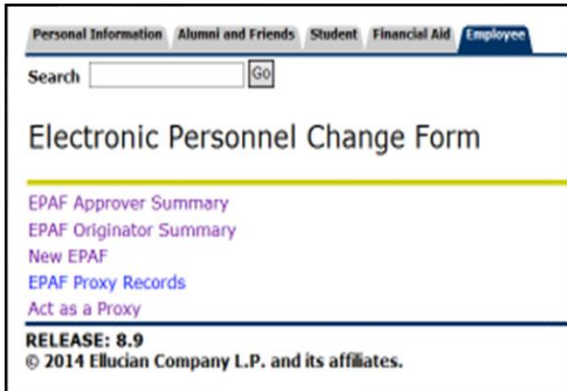


EPCF Proxy set up

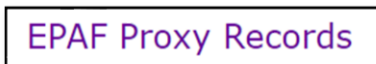
Log into UIS → Employee Tab → EPCF Main Menu

Set up a Proxy to take action on EPCFs when you're not available



The screenshot shows the 'Employee' tab selected in the top navigation bar. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Electronic Personnel Change Form'. Underneath, there are several links: 'EPAF Approver Summary', 'EPAF Originator Summary', 'New EPAF', 'EPAF Proxy Records', and 'Act as a Proxy'. At the bottom, there is a 'RELEASE: 8.9' notice and a copyright notice for 2014 Ellucian Company L.P. and its affiliates.

1. Click on **EPAF Proxy Records**



A rectangular button with the text 'EPAF Proxy Records' in purple.

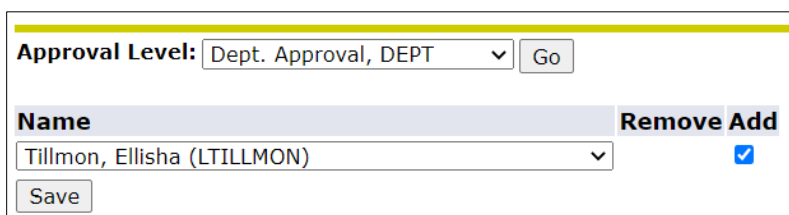
2. Select **Approval Level** (levels will populate according to your role) then click **GO**



The screenshot shows the 'EPCF Proxy Records' page. The 'Employee' tab is selected in the top navigation bar. Below the navigation bar is a heading 'EPCF Proxy Records'. Underneath, there is a form with a label 'Approval Level:' followed by a dropdown menu showing 'Budget Approval, BUDGET' selected. Below the dropdown are three other options: 'Dept. Approval, DEPT' and 'Grant Approval, GRANT'. To the right of the dropdown is a 'Go' button.

3. Select proxy name from **drop down**, click on box under **Add**, then **Save**.

You can add more than one proxy at a time.



The screenshot shows the 'EPCF Proxy Records' page with the 'Approval Level' dropdown set to 'Dept. Approval, DEPT'. Below this, there is a table with two columns: 'Name' and 'Remove Add'. The 'Name' column has a dropdown menu showing 'Tillmon, Elisha (LTILLMON)'. The 'Remove Add' column has a checkbox that is checked. Below the table is a 'Save' button.

4. Follow steps 2-3 for different approval levels.

Instructions for assigning an EPAF Proxy in Banner SSB:

STEPS WITHOUT SCREENSHOTS

- Login to Banner Self-Service via MySFA.
- Click on the Employee tab.
- Click on Electronic Personnel Action Forms.
- Click on EPAF Proxy Records.
- Select the approval level
- Click on 'Go'.
- Using the drop-down box select the person's name you are setting up as proxy.
- Click the 'Add' box.
- The Proxies name will appear above the drop down box.
- Save.

Instructions to remove a Proxy from your Proxy list:

- Follow steps 1 – 4 shown above.
- Find the individual to remove
- Click the Remove box next to the name
- Save.

Update the Proxy record when employees leave your department by removing them from the Proxy list. If you do not complete this process the individual will still have access to your approval level.

Add a new individual to replace the one you just removed from the Proxy list.

(Do not set up Student employees as a Proxy.)