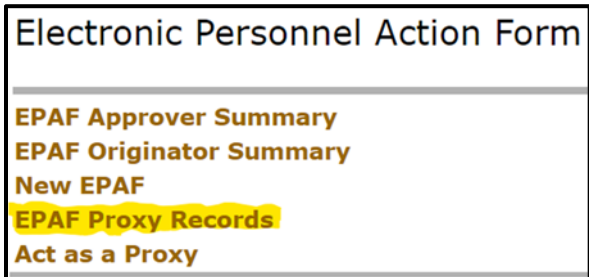


EPAF Approvals (Creating the Proxy)

You will go to Vandal Web and Login to create the Proxy for EPAF Approvals.

- In the Employee Main Menu, select “Electronic Personnel Action Form (EPAF)” menu
- Select “EPAF Originate / Approve”
- Then Select “EPAF Proxy Records”



Electronic Personnel Action Form

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records**
- Act as a Proxy

Select the Approval Level (in this case, Dean/Director) and hit “GO”



EPAF Proxy Records

Approval Level: Dean/Director, DNDIR

- Pick a name from the drop down and click “Add”. Or you can remove someone as well.



EPAF Proxy Records

Approval Level: Dean/Director, DNDIR

Name	Remove	Add
Mahoney, Trina (TMAHONEY)	<input type="checkbox"/>	
Smith-Sarkkinen, Cheyenne K. (CHEYENNE)	<input type="checkbox"/>	
Sorenson, Rebecca E. (RLATSHAW)	<input type="checkbox"/>	
Not Selected		<input type="checkbox"/>

Instructions on how to approve an EPAF while acting as a Proxy are below.


- Select "EPAF Originate / Approve"
- Then select "Act as a Proxy"

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

- The following screen comes up, select the individual you are acting as a Proxy Approver for from the drop-down menu. In this case, we are using Charity Buchert
- Once you have selected your proxy for, then hit the "Go" button to select the EPAF records

Proxy or Superuser or Filter Transactions

 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: ▼

- Once you are in the EPAF records, you can select the EPAF by clicking on the Name.

EPAF Approver Summary

Current **In My Queue** History

Select the link under Name to access details of the transaction.

✓ Filtering On
 Queue Status: All FYI Go

[New EPAF](#) | [Update Proxies](#) | [Sea Retu](#)

Select All Reset Save

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EPAF Transactions

Name	ID	Transaction	Type of Change
Last, First Research Associate, 001126-01	V00123456	872945	Common Labor Distribution Change
Last, First TH-Dairy, BI9955-06	V00789011	872904	T4/ST Non PERSI Term Job

1 - 2 of 2
[Return to Top](#)
 **Comments Exist

- When you are in the EPAF Preview, you can review the EPAF below and then select “Approve”

EPAF Preview

Name and ID: **First Last, V00123456**

Transaction: 872945 Job and Suffix: 001126-01, Research Associate
 Transaction Status: Pending Query Date: Jul 14, 2019
 Approval Category: Common Labor Distribution Change, GLBDST Last Paid Date: Jul 13, 2019

Next

Approve Disapprove Return for Correction More Info Add Comment

[Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)
[EPAF Approver Summary](#)
[Return to EPAF Menu](#)

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- Your final check is to see the Dean/Director level (see example below) that Angela Harley has approved for Charity Buchert. You want the next level to be in a “Pending” status

Approval Level	Name	Required Action	Queue Status	Action Date
Department Head/Chairman, 10	Tammy R. Greenwalt, TAMMYG	FYI	FYI	Jul 18, 2019 11:12:44 AM
Department Head/Chairman, 10	Robyn Adriene Wakefield, RWAKEFIELD	FYI	FYI	Jul 18, 2019 11:12:44 AM
Department Head/Chairman, 10	Heather MI Fisher, HEATHERFISHER	FYI	FYI	Jul 18, 2019 11:12:44 AM
Research Office, 15	Research Office, HRPAFOSP	FYI	FYI	Jul 18, 2019 11:12:44 AM
Dean/Director, 20	Angela M. Harley, ANGELAHARLEY for Charity Blain Buchert, CHARITYB	Approve	Approved	Jul 18, 2019 11:26:00 AM
Budget Office, 50	. Budget Office, HRPAFBGT	Approve	Pending	
Human Resources-Board Appt, 90	. Human Resources, HREPAFBA	Apply	In the Queue	