

Add a Proxy in PAFs

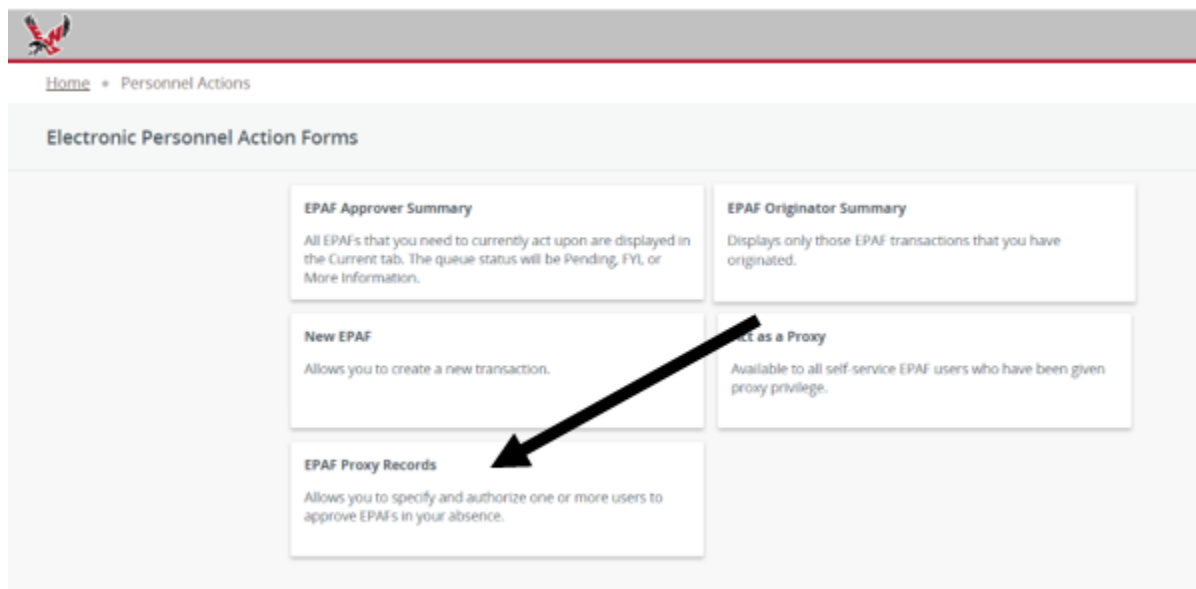
Approvers can assign another person as a Proxy who may respond in their absence. This document explains how to set up a proxy designation and see and respond to EPAFs on someone else's behalf.

It is recommended you notify the proxy of the dates you require their assistance for times when you are out of the office and unable to respond to EPAFs. As you will see, there is a special process to view EPAFs as a proxy. They will not show up in your EPAF queue.

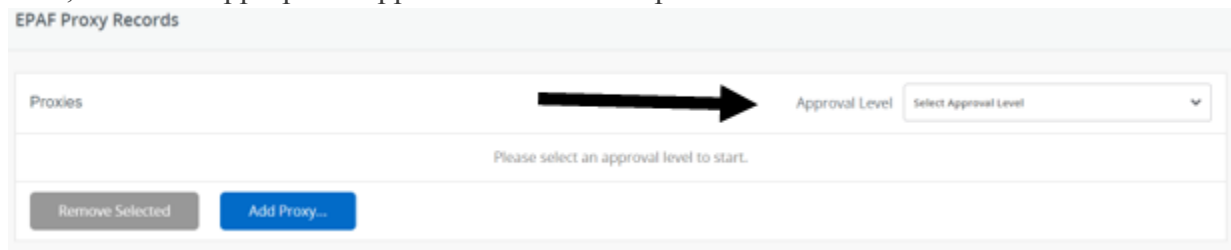
Proxy users do not receive notification for

Setting up a Proxy

To set up a Proxy for EPAFs, go to EPAF for Originators & Approvers. Select “**EPAF Proxy Records**”.



Next, select the appropriate approval level for that person.



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After selecting the appropriate “Approval Level,” select from the drop-down the person to whom to assign proxy access.

Add Proxy for Apply Level HR



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SUBMIT

NOTE: Proxy must have access to the **EPAF Notification** and **EPAF Administration** portlets to access EPAFs. Contact Human Resources if you have any questions.