

**UNIVERSITY OF HARTFORD**

---

**ACTING AS A PROXY  
for  
ePAF APPROVING**

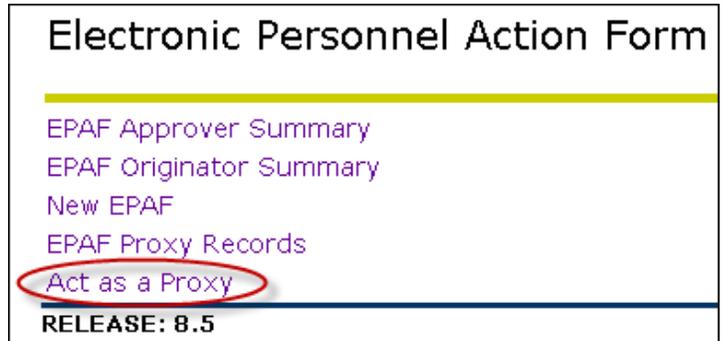
November 2018

## ACTING AS A PROXY

---

In the event that you are the designated proxy and you need to approve ePAFs, please follow the guidelines noted below.

1. Select the **Employee** tab, then **EPAF**. In the EPAF menu, select **Act as a Proxy**.



**Electronic Personnel Action Form**

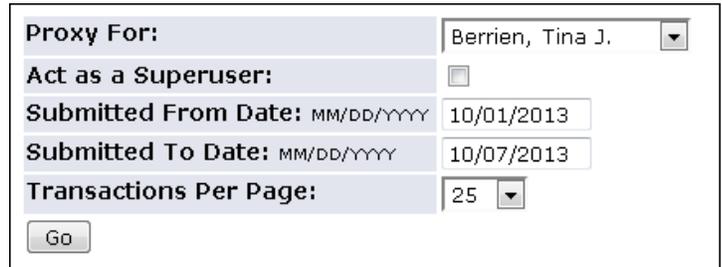
---

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

---

RELEASE: 8.5

2. Select the person for whom you are acting as a proxy and the date range for the transactions you wish to view. Click **Go**.



Proxy For:	Berrien, Tina J. ▼
Act as a Superuser:	<input type="checkbox"/>
Submitted From Date: MM/DD/YYYY	10/01/2013
Submitted To Date: MM/DD/YYYY	10/07/2013
Transactions Per Page:	25 ▼
<input type="button" value="Go"/>	

**Note:** Settings to act as a proxy are not saved; therefore, you will need to follow these steps every time you serve as an ePAF proxy.

PLEASE READ THE [EPAF APPROVER REFERENCE MANUAL](#) FOR A COMPREHENSIVE DETAIL OF THE APPROVER'S RESPONSIBILITIES. WHAT FOLLOWS IS A SNAPSHOT OF THE POSSIBLE ACTIONS TO BE TAKEN AS A PROXY APPROVER.

## EPAF Approver Actions

Please be reminded of your responsibilities as a designated ePAF approver/proxy. It is incumbent upon you to review the information in the “New Value” column and consider any comments submitted with the ePAF as this may be important information for you to consider before approving this personnel transaction.

1. The approver summary will display the transactions pending approval for the selected date range. Click on the transaction you wish to review, the name of the employee is a link.

EPAF Transactions		
Name	ID	Transaction
 <a href="#">LoBello, Anthony G.</a> Temp Staff Student, 524600-00	██████████	1862
 <a href="#">Tripoli, Alicia L.</a> Temp Staff Student, 524600-00	██████████	1865

1 - 2 of 2

- 2.

Based on the information provided, select the appropriate ePAF Action:

- a. **Approve** – Choose this action if you approve and agree to sign off on the values entered in the **New Values** column of the ePAF detail. This action allows the ePAF to move on to the next approver in the default routing queue or allows the ePAF to be applied to the Banner System.
- b. **Disapprove** – Choose this action if you do not approve of the ePAF and do not wish to have any further action taken on the transaction. This action may also be chosen if there are errors on the ePAF that cannot be corrected by the originator (e.g. incorrect position number). Please include a comment explaining the reason for disapproval prior to disapproving it, click EPAF Preview after entering comments.
- c. **Return for Correction** – Choose this action if there is an error that needs to be corrected by the originator before the ePAF is applied to the system. Please include a comment explaining what needs to be corrected prior to returning it, then click EPAF Preview to return to the ePAF. Once the correction(s) have been made and the ePAF has been resubmitted by the originator, the transaction will return to your approval queue.
- d. **Add Comment** – Enter information for why an EPAF would be Disapproved or Returned for Correction. Please keep in mind comments become part of the permanent record for the employee. If you need to add comments, enter them first and click SAVE. Click EPAF Preview to complete action required (Disapprove or Return for Correction).

<a href="#">Approve</a>	<a href="#">Disapprove</a>	<a href="#">Return for Correction</a>	<a href="#">More Info</a>	<a href="#">Add Comment</a>
Next 				
<a href="#">Return to Top</a>				

[EPAF Approver Summary](#) | [EPAF Preview](#) | [Electronic Personnel Action Form](#)  
[Return to EPAF Menu](#)