ADDING A PROXY
TIPS

- A proxy assumes your approval power. They are able to view the same information that you are able to view.

- A proxy remains active until the you remove them from your proxy list.

- You may add or delete a proxy at any time by using the EPAF Proxy Records screen.
From OneStop, click on Banner Self Service
Click on the EMPLOYEE tab
Click on Electronic Personnel Action Form
Electronic Personnel Action Form

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

Can setup Proxy in either of these 2 places

Click on either
EPAF Approver Summary

Queue Status: All

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

New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions

Select All | Reset | Save

Click Update Proxies
Click on the down arrow and choose your approval level.
Electronic Personnel Action Form

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Can setup Proxy in either of these 2 places

RELEASE: 7.3 MC:1.0
Click on the down arrow and choose your approval level.
Click the down arrow and choose the name of your proxy.

Then click the box under “add”.
Click SAVE
To remove, click the box under “remove”, then save.
ACTING AS A PROXY
TIPS

➢ A person can act as a proxy for more than one department.

➢ A proxy assumes full approval power. They are able to view the same information as the original approver.
From OneStop, click on Banner Self Service
Click on the EMPLOYEE tab
Click on Electronic Personnel Action Form
Click on Act as a Proxy
Click the down arrow and choose the person you are proxying for.
When you reach this screen you can just follow the approver’s instructions.