

PROXY

I can make someone a proxy, who can act as if they were me, i.e. they will have the capability/ability as I do and will see the same information as I can see.

I can set up a proxy from the EPAF admin page, by clicking on the EPAF Proxy Records tile. HOWEVER, I will not be able to see this tile until I have been assigned in an approval queue for a submitted EPAF.

Once I have clicked on the tile, I need to select the Approval Level to set up my proxy. NOTE: I can set individuals to act as my proxy at specific Approval Levels. This means that if I have set someone up as my proxy at the Immediate Supervisor level, they will not be able to act as my proxy at the Next Level Supervisor unless I have separately set them up at that level.

After selecting the approval level, I will click on the Add Proxy button to find the individual who will be my proxy.

In the window that pops up, I will search for the individual by typing their name, select them, and then click Submit at the bottom to add them.

To remove a proxy, I will check the box next to the individual's name and click on the Remove Selected button.

I will repeat the same steps to view or make changes to the proxy for the Approval Level or to set up other Approval Level proxies.

NOTE: My proxy will receive all EPAF email communication that I receive.