

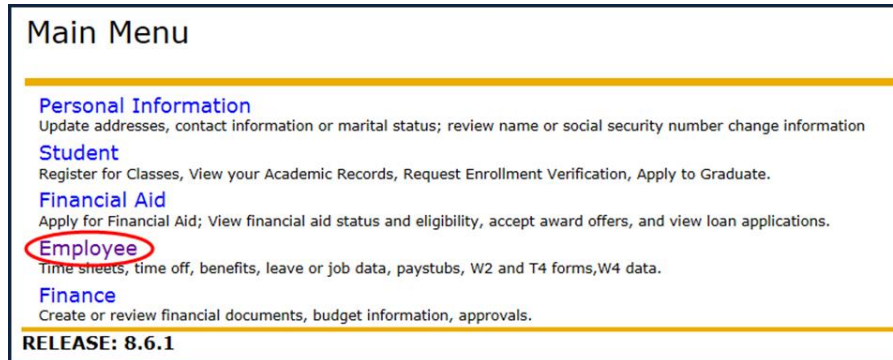
# Instructions For Approving EPAFs as a Proxy

## Instructions to Approve EPAFs as a Proxy

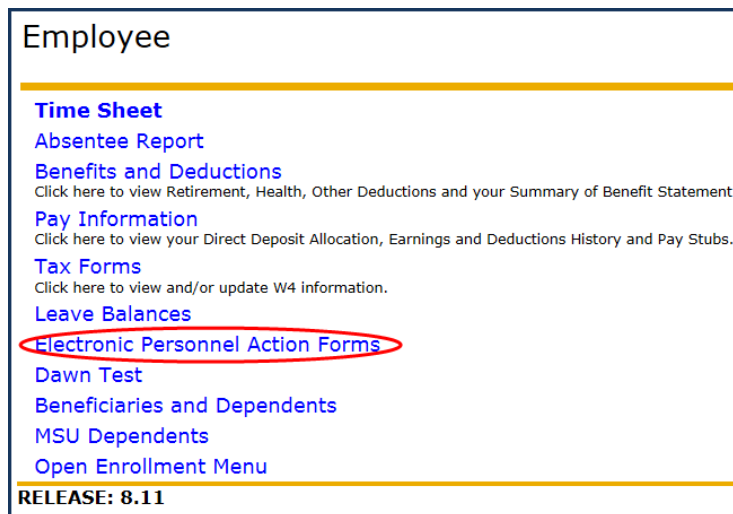
The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. Approvers can view all EPAFs awaiting their approval in the EPAF Approver Summary.

Log into myGate and click on the Employee Tab. Log on to Self Service Banner.

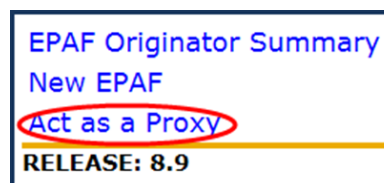
### STEP 1: Self Service Banner



- Click on **Employee**.



- Click on **Electronic Personnel Action Forms**.



- Click on **Act as a Proxy**.

Click drop down arrow and select correct approver.

**Proxy For:** Self ▾

**Act as a Superuser:**

**Submitted From Date:** MM/DD/YYYY

**Submitted To Date:** MM/DD/YYYY

**Transactions Per Page:** 25 ▾

**Go**

- Click on drop down arrow and select the approver to which you will act as a Proxy.

**STEP 2: Approver Summary**

**Current** **History**

**Transaction Status:** All Completed **Go**

1 - 1 of 1  
[Jump to Bottom](#)

**EPAF Transactions**

▲ Name ▼	▲ ID ▼	▲ Transaction ▼	▲ Type of Change ▼
Pan, Peter 101077 Student Workers, SA0123-00	M00000000	70	200 Student First Hire

1 - 1 of 1  
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\*\*Comments Exist

- Click on **Student's name** to view EPAF details.

**STEP 3: Verify EPAF Details**

**Student New Hire, SA0025-00 100470 Student Workers**

Enter Changes	Current Value	New Value
Employee Status: *		Active
Employee Class Code: *		XU, University Students
Home COAS: *		1
Home Organization: *		100470, Early Childhood and Elementary Ed
Jobs Effective Date: *		05/28/2014
Personnel Date: *		05/28/2014
Job Status: *		Active
Employee Class Code: *		XU, University Students
Job Change Reason: *		E0001
Regular Rate: *		8.00
Timesheet COA: *		1
Timesheet Orgn: *		W00245
Shift: *		1
Contract Type: *		Primary
Job Begin Date: *		05/28/2014

*Callouts:*  
 - Double check Dates, Home Organization, Rate of Pay, and other details.  
 - Double check Rate of Pay.

- Double check Dates, Home Organization, Rate of Pay, and other details.

**EPAF FOAPAL**

**New**  
 Effective Date: 09/01/2014

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1	100001	100776	611001	6020						100.00		

*Callout:* Double check FOAPAL string.

- Double check FOAPAL string.

**EPAF Termination Details**

**Terminate EE Job, GE0144-00 100776 GA-Exempt**  
 ⚠ User does not have access to view current values.

Enter Changes	Current Value	New Value
Jobs Effective Date: *		12/31/2014
Personnel Date: *		12/15/2014
Job Status: *		Terminated
Job Change Reason: *		E0002

*Callout:* Double check termination dates.

- Double check termination dates.

## EPAF Routing Queue Details

Only Restricted EPAFs  
require grants approval.

Routing Queue	Approval Level	Name	Required Action	Queue Status	Action Date
Financial Manager	10	Financial Manager Approver	Approve	Pending	
Grants Approval	70	Heather Renee Macha, HMACHA	Approve	In the Queue	
Student Financial Aid	80	Stacy Renee' Therrien, STHERRIEN	Approve	In the Queue	
Payroll and Superuser	90		Apply	In the Queue	

### STEP 4: Approve EPAF

**Transaction History**

Action	Date	User Name
Created:	Jun 20,2014	Tina Sharp
Submitted:	Jun 20,2014	Tina Sharp

[Add Comment](#)

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Click "Approve" if the EPAF is correct.

Click "Return for Correction" if the EPAF has an error and must be corrected.

- Click "Approve" if EPAF is correct. Click "Return for Correction" if there are errors.