EPAF Approvals (Creating the Proxy)

You will go to Vandal Web and Login to create the Proxy for EPAF Approvals.

- In the Employee Main Menu, select “Electronic Personnel Action Form (EPAF)” menu
- Select “EPAF Originate / Approve”
- Then Select “EPAF Proxy Records”

Select the Approval Level (in this case, Dean/Director) and hit “GO”

- Pick a name from the drop down and click “Add”. Or you can remove someone as well.

Instructions on how to approve an EPAF while acting as a Proxy are below.
Select “EPAF Originate / Approve”
Then select “Act as a Proxy”

The following screen comes up, select the individual you are acting as a Proxy Approver for from the drop-down menu. In this case, we are using Charity Buchert.

Once you have selected your proxy for, then hit the “Go” button to select the EPAF records.
- Once you are in the EPAF records, you can select the EPAF by clicking on the Name.

![EPAF Approver Summary](image)

- When you are in the EPAF Preview, you can review the EPAF below and then select “Approve”

![EPAF Preview](image)

- Your final check is to see the Dean/Director level (see example below) that Angela Harley has approved for Charity Buchert. You want the next level to be in a “Pending” status

<table>
<thead>
<tr>
<th>Routing Queue</th>
<th>Name</th>
<th>Required Action</th>
<th>Queue Status</th>
<th>Action Date</th>
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<tr>
<td>Approval Level</td>
<td>Name</td>
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<tr>
<td>Department Head/Chairman, 10</td>
<td>Tammy R. Greenwalt, TAMMYG</td>
<td>FYI</td>
<td>FYI</td>
<td>Jul 18, 2019 11:12:44 PM</td>
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<td>FYI</td>
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<td>Dean/Director, 20</td>
<td>Angela M. Harley, ANGELAHARLEY for Charity Blake Buchert, CHARITYB</td>
<td>Approved</td>
<td>Approved</td>
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<td>Budget Office, HRPBGT</td>
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<td>Apply</td>
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