

# EPAF – Proxy Information

## How to Add/Remove a Proxy

1. Log into S.O.S.
2. Navigate to the EPAF menu
3. Click on **EPAF Proxy Records**

### Electronic Personnel Action Form

[EPAF Approver Summary](#)  
[EPAF Originator Summary](#)  
[New EPAF](#)  
[EPAF Proxy Records](#)  
[Act as a Proxy](#)

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4. Select the “Approval Level” that you want a proxy assigned. Select employee from the “Name” drop-down menu. Check the “Add” checkbox; click **Save**.

### EPAF Proxy Records

Approval Level: [HR Review, HRREVW](#)

Name	Remove	Add
APPLIER, EPAF (EPAFAPPLIER)	<input type="checkbox"/>	<input type="checkbox"/>
Not Selected	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#)

[EPAF Approver Summary](#)  
[Return to EPAF Menu](#)

You can add additional proxies if needed.

5. Follow the same steps when you need to remove a proxy.

## How to Act as a Proxy

1. Log into S.O.S.
2. Navigate to the EPAF menu
3. Click on **Act as a Proxy**

### Electronic Personnel Action Form

[EPAF Approver Summary](#)  
[EPAF Originator Summary](#)  
[New EPAF](#)  
[EPAF Proxy Records](#)  
[Act as a Proxy](#)

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4. Select an employee from the “Proxy for” drop-down menu; click **Go**

### Proxy or Superuser or Filter Transactions

Act as a proxy or a superuser and enter the following criteria to filter transactions.

**Proxy For:**  ▼

**Act as a Superuser:**

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

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

**Transactions Per Page:**  ▼

Superuser is reserved for Human Resources.

5. All menu options of original employee are now available to the proxy.

Please note: Anything approved by the proxy will display as:

“Approved by (proxy name) for (original approver name).”