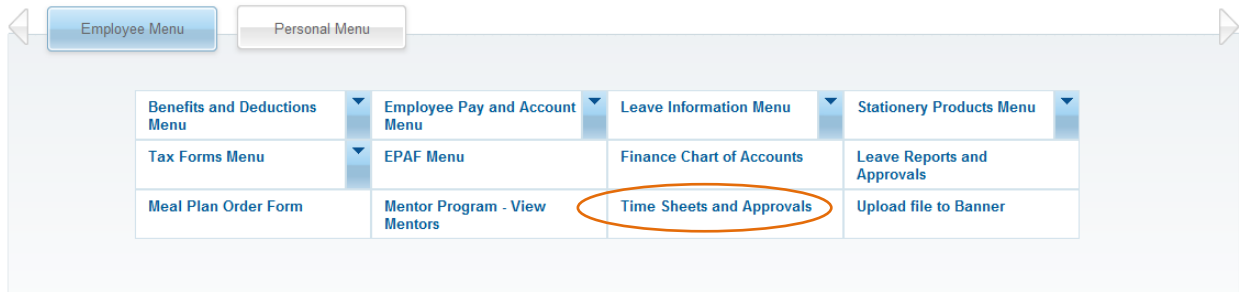# Electronic Personal Action Form (EPAF)
Adding/Removing Payroll Proxies

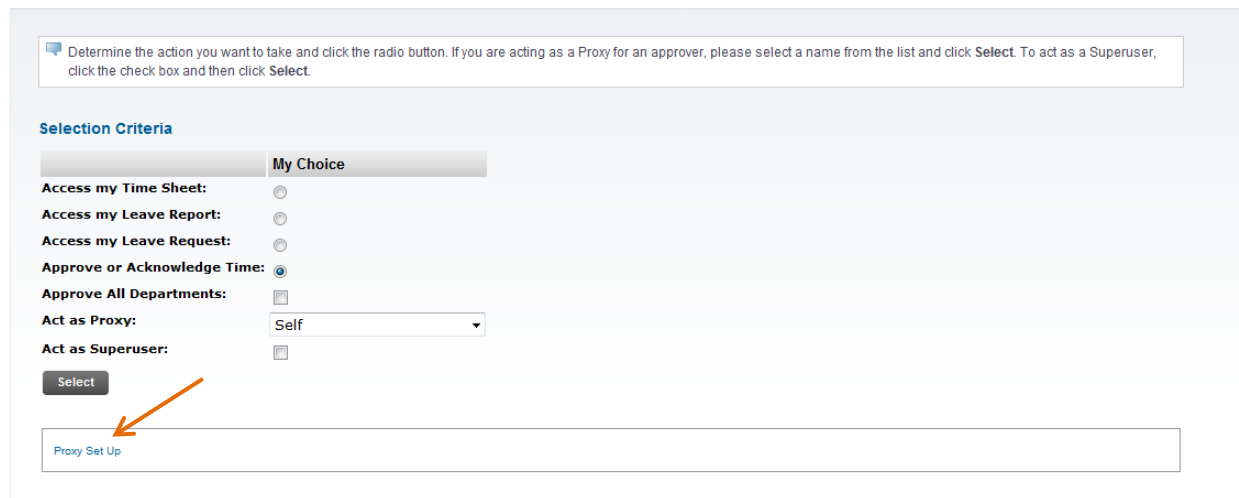**1.**   **Log into Banner Information System > Employee Menu > Time Sheets and Approvals**

Home > Employee Main Menu

Employee Menu	Personal Menu

Benefits and Deductions Menu	Employee Pay and Account Menu	Leave Information Menu	Stationery Products Menu
Tax Forms Menu	EPAF Menu	Finance Chart of Accounts	Leave Reports and Approvals
Meal Plan Order Form	Mentor Program - View Mentors	Time Sheets and Approvals	Upload file to Banner

2.   **Click "Proxy Set Up"**

Home > Employee Main Menu > Time Sheets and Approvals

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	●
Approve All Departments:	☐
Act as Proxy:	Self
Act as Superuser:	☐

Select

Proxy Set Up

3. To add a proxy, find the person in the dropdown menu, check the box in the "Add" column. Then click "Save."

Home > Proxy Set Up

Name	Add	Remove
Ronda Reid, REIDR		☐
Gloriangeles Rizo, GLORIAR		☐
Jordan L Grant, GRANTJ ▼	☑	

Save

Time Reporting Selection

Benefits and Deductions Menu ▪ Employee Pay and Account Menu ▪ Leave Information Menu ▪ Stationery Products Menu ▪ Tax Forms Menu ▪ EPAF Menu ▪
Finance Chart of Accounts ▪ Leave Reports and Approvals ▪ Meal Plan Order Form ▪ Mentor Program - View Mentors ▪ Time Sheets and Approvals ▪ Upload file to Banner

4. To delete a proxy, click the box in the "Remove" column next to the person you wish to delete. Then click "Save."

Home > Proxy Set Up

Name	Add	Remove
Jordan L Grant, GRANTJ		☑
Ronda Reid, REIDR		☐
Gloriangeles Rizo, GLORIAR		☐
George N Aagaard, SAAGAARD ▼	☐	

Save

Time Reporting Selection

Benefits and Deductions Menu ▪ Employee Pay and Account Menu ▪ Leave Information Menu ▪ Stationery Products Menu ▪ Tax Forms Menu ▪ EPAF Menu ▪
Finance Chart of Accounts ▪ Leave Reports and Approvals ▪ Meal Plan Order Form ▪ Mentor Program - View Mentors ▪ Time Sheets and Approvals ▪ Upload file to Banner