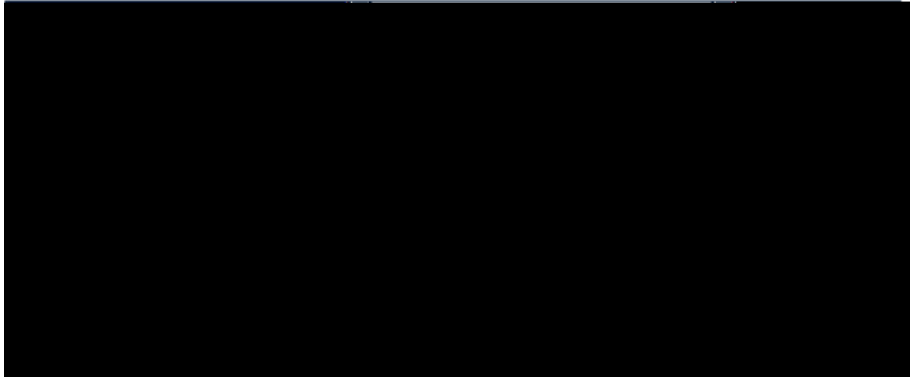


Instructions to Approve EPAFs as a Proxy

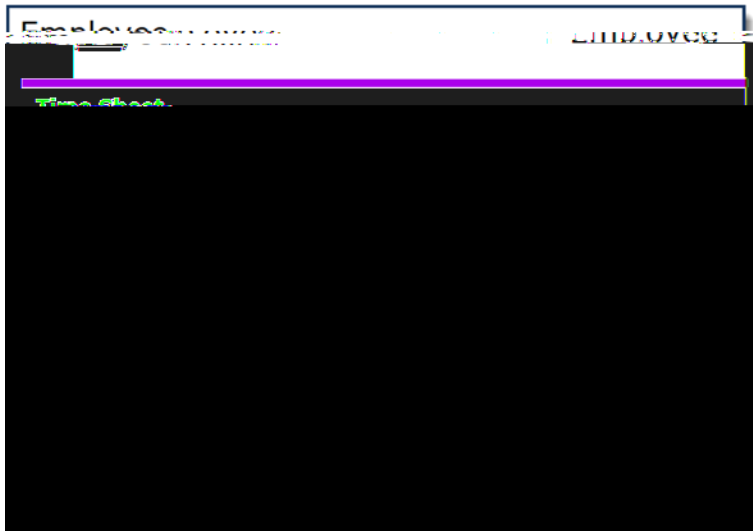
The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. Approvers can view all EPAFs awaiting their approval in the EPAF Approver Summary.

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**.



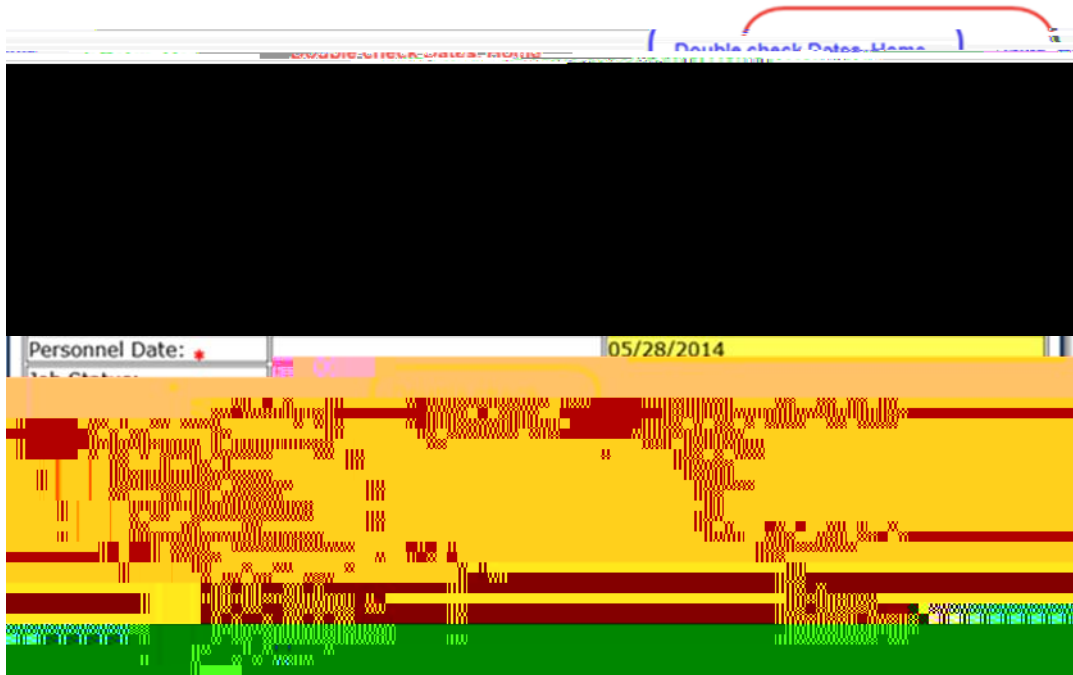
- Click on **Act as a Proxy**.

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

STEP 2: Approver Summary

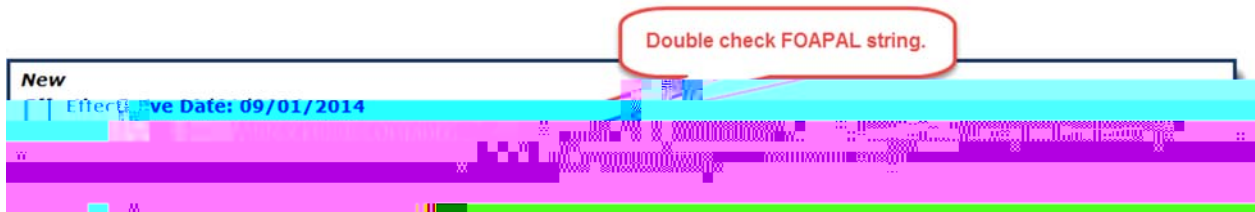
- x Click on Student's name to view EPAF details.

STEP 3: Verify EPAF Details



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

EPAF FOAPAL



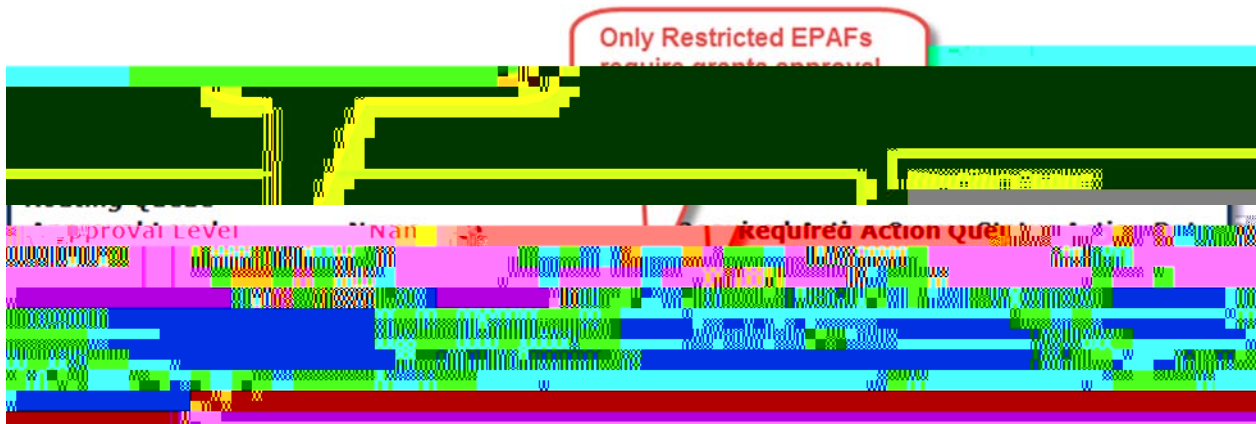
- Double check FOAPAL string.

EPAF Termination Details

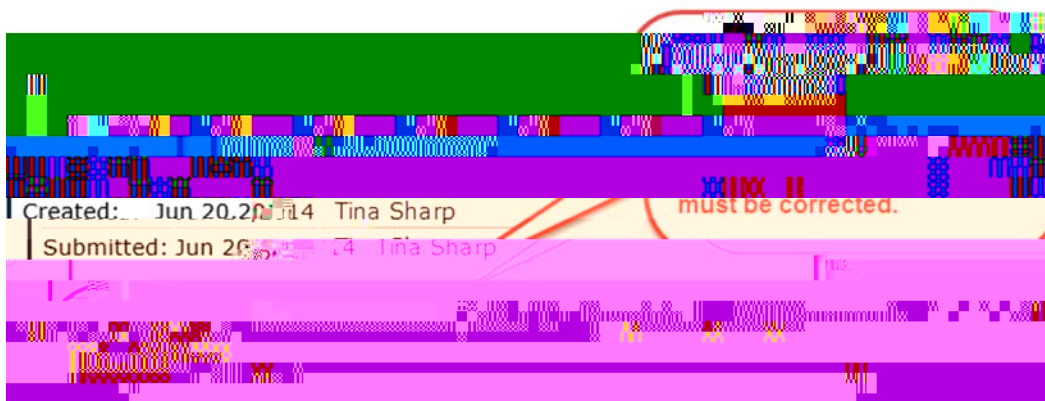


- Double check termination dates.

EPAF Routing Queue Details



STEP 4: Approve EPAF



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