How to setup an ePAF Proxy
Click on Faculty & Staff to get to Self Service Banner.
Click on Login
EPAF Proxy Records

Approval Level: Dean, DEAN

Name | Remove Add
---|---
Not Selected | 

Save | Click Save

Return to EPAF Menu
Click the drop down and scroll to find the person’s name you want to setup as your Proxy. The names are in Alpha order by last name.
After selecting the name you want to setup as your Proxy, click in the box that says Add/Remove.
Once name has been selected and you have checked the Add/Remove box then click the Save button.
Once you have saved the desired name it will appear here.

<table>
<thead>
<tr>
<th>Name</th>
<th>Remove</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williams, Tonya D. (TDWILLIAMS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save
Once your selection is complete click on the Employee Tab
Click on Electronic Personnel Action Form
Once your Proxy has been setup click on ePAF Proxy Records link.
Here you will see your Proxy name. Your setup is complete.
Questions

Contact Information
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