



# OFFICE OF HUMAN RESOURCES

## ePAF APPROVAL DESIGNATION

An ePAF is an Electronic Personnel Action Form - an online form originated by a department to submit personnel actions. Each ePAF action has pre-assigned approval levels, which represent electronic signatures approving the transaction.

**ePAF User Types:**

- Originator - users that begin an ePAF action
- Approver - users that must approve an ePAF action
- Proxy - users that originate on behalf of the Originator; users that approve on behalf of the Approver

Each User and Type must be submitted to the Office of Human Resources for access setup.  
Each User must then setup their designated Proxy (see attachment).

Originator Name: \_\_\_\_\_ Originator's Proxy: \_\_\_\_\_

N Number: \_\_\_\_\_ N Number: \_\_\_\_\_

Phone Ext: \_\_\_\_\_

Department Org: \_\_\_\_\_ Department: \_\_\_\_\_

Division: \_\_\_\_\_

List below those who will serve as approvers for the department and those who will serve as their proxies.

Approver Type	Approver Name	N Number	Proxy Name	N Number

**Authorized Department Contact:**

\_\_\_\_\_

Print Name Signature Date