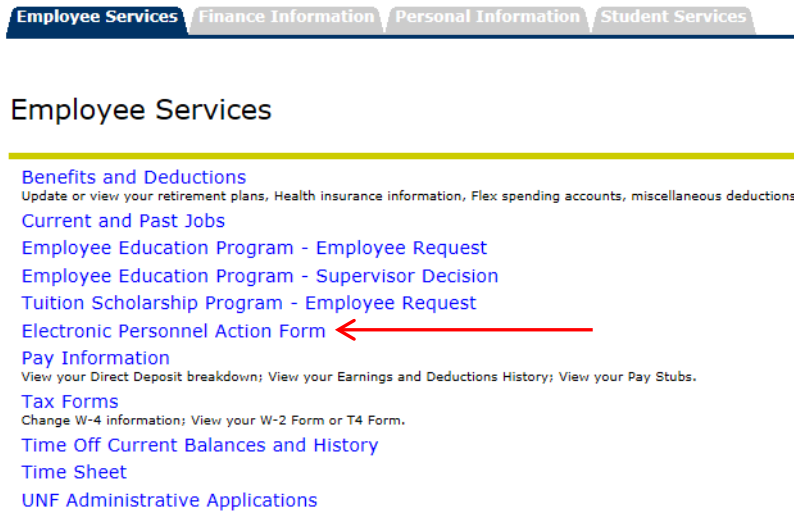


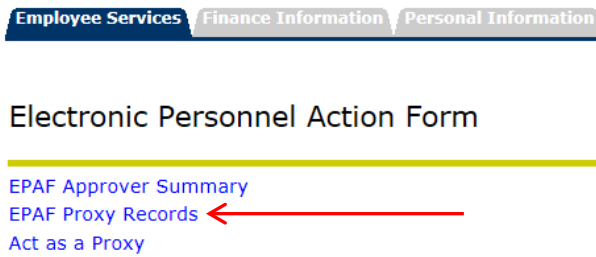
ePAF –HOW TO ASSIGN A PROXY

Proxies are users that are designated to act on behalf of another.
For the purpose of ePAF, Originators and Approvers must each designate at least one Proxy.

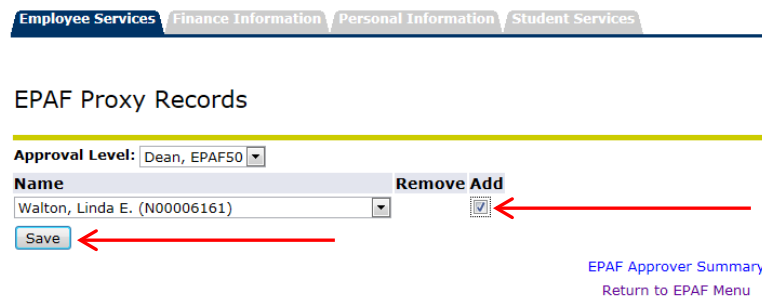
1. Login to **myWings** and click on **Employee Self Service** under the **Staff** tab.
2. Click on **Electronic Personnel Action Form**.



3. Click on **EPAF Proxy Records**.



4. Select from the drop down box the role that you wish to proxy. Click **Go**.
5. Another drop down box will appear. Select the name of the individual you wish to designate as your proxy. Check the **Add** box. Click **Save**.



The person assigned may now approve ePAFs on your behalf.

APPROVE AN ePAF AS A PROXY

1. Login to **myWings** and click on **Employee Self Service** under the **Staff** tab.
2. Click on **Electronic Personnel Action Form**.

Employee Services | Finance Information | Personal Information | Student Services

Employee Services

[Benefits and Deductions](#)
Update or view your retirement plans; Health insurance information; Flex spending accounts; miscellaneous deductions;

[Current and Past Jobs](#)

[Employee Education Program - Employee Request](#)

[Employee Education Program - Supervisor Decision](#)

[Tuition Scholarship Program - Employee Request](#)

[Electronic Personnel Action Form](#) ←

[Pay Information](#)
View your Direct Deposit breakdowns; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)
Change W-4 information; View your W-2 Form or T4 Form.

[Time Off Current Balances and History](#)

[Time Sheet](#)

[UNF Administrative Applications](#)

3. Click on **EPAF Approver Summary**.

Employee Services | Finance Information | Personal Information

Electronic Personnel Action Form

[EPAF Approver Summary](#) ←

[EPAF Proxy Records](#)

[Act as a Proxy](#)

4. At the bottom of the screen, click on the **Proxy or Superuser or Filter Transactions** link.

Employee Services | Finance Information | Personal Information | Student Services

EPAF Approver Summary

[Current](#) | [In My Queue](#) | [History](#)

Select the link under Name to access details of the transaction.

Queue Status:

● No transactions found in your queue.

[Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#) ←

[Return to EPAF Menu](#)

5. In the **Proxy For** field, use the drop down menu to indicate who you are acting as a proxy. you may indicate date ranges, or leave blank. Click **Go**.

Employee Services | Finance Information | Personal Information | Student Services

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:

←

6. Follow the steps to Approve (or Not Approve).