UNIVERSITY OF HARTFORD

# DESIGNATING & REMOVING A PROXY APPROVER ePAF

November 2018

DESIGNATING A PROXY APPROVER

To ensure timely processing of ePAFs, **every approver must establish a proxy**. This designation allows an approver to authorize other designated individuals to take approval action in the approver's absence. Both the approver and the proxy must complete an ePAF Approver User Request Form (which is available on HRD's website at **http://www.hartford.edu/hrd/ePAF.aspx** and requires the signature of the Dean/Administrative Department Head and appropriate University Officer. Please be advised that a person designated as a proxy must be an active University of Hartford employee who is at your level, or one level higher in your unit's organizational structure.
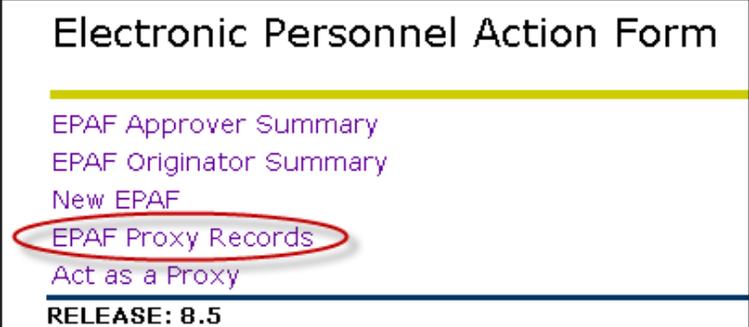
If you, as an approver, are planning to be out of the office (or are unexpectedly out of the office) for an extended period of time, please notify your proxy so that pending ePAF transactions do not sit in the queue. In addition, proxies will receive email notifications on your behalf until you remove their designation.

1. Select the **Employee** tab then **EPAFS**.
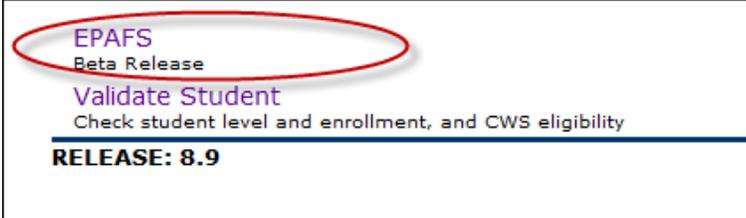
2. Select **EPAF Proxy Records** link.

3. Select the appropriate approval level then click **Go.**

4. Select the appropriate person from the drop down list then click **Save**.
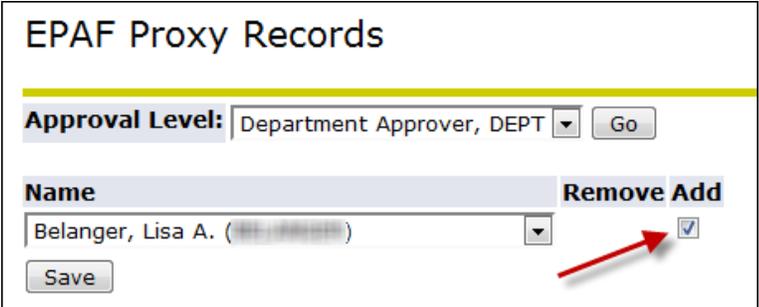
Removing Proxy Approver Setting

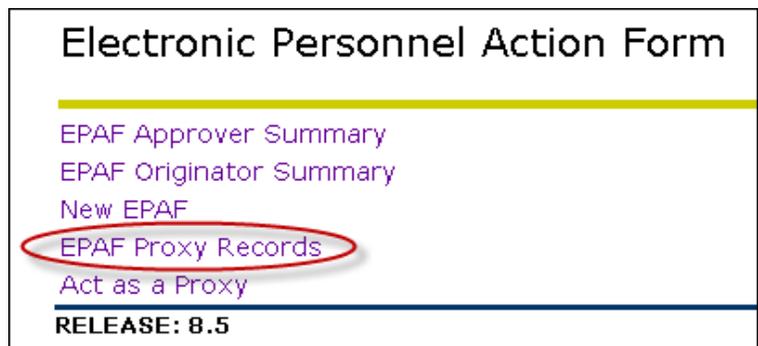To remove a proxy designation, please following the guidelines noted below

1. Select the **Employee** tab, then **EPAFS**.
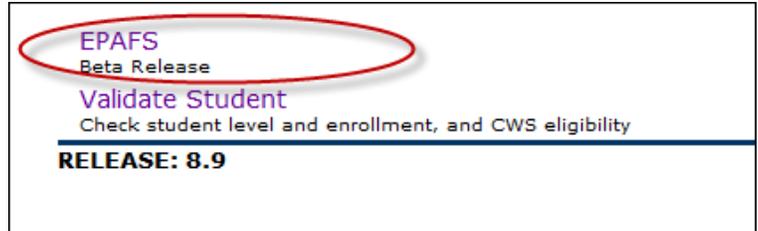
2. Select **EPAF Proxy Records** link.

3. Select the appropriate approval level and then click **Go**.
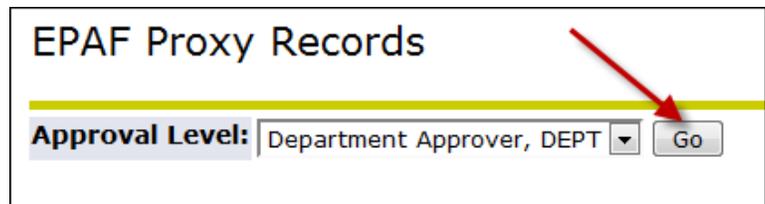
4. Check the box for the proxy you are removing and then click **Save**.
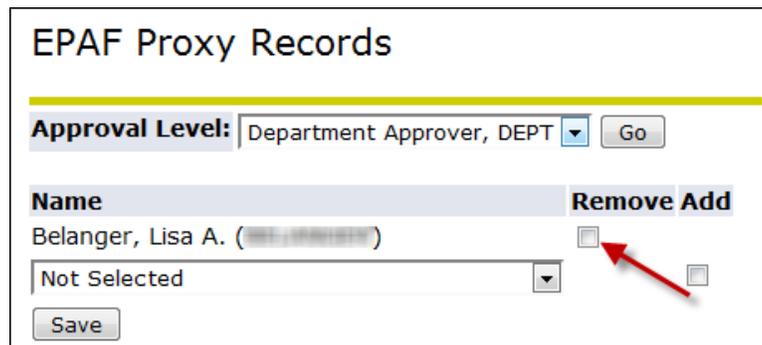
Note: Once this action is completed, the person removed will no longer be notified or have access to view transactions designated for your approval in the SSC.