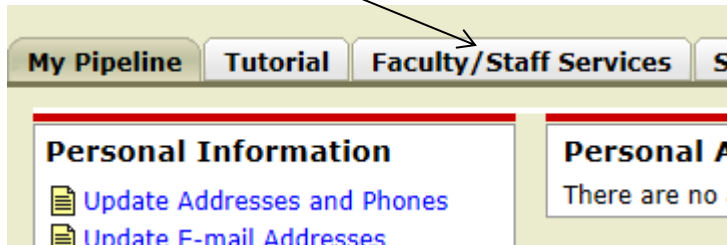
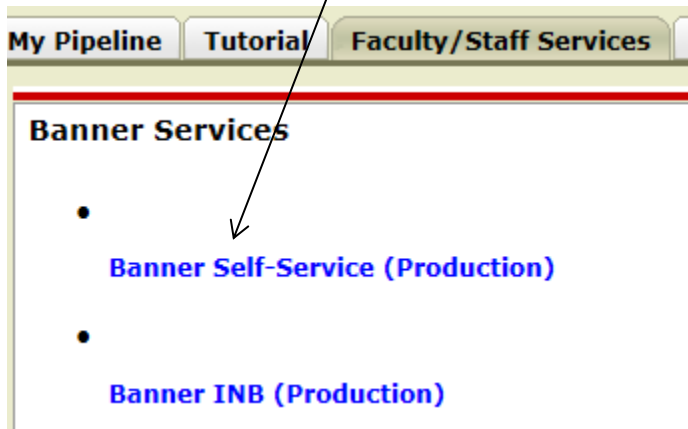


# Creating Proxy for EPAF

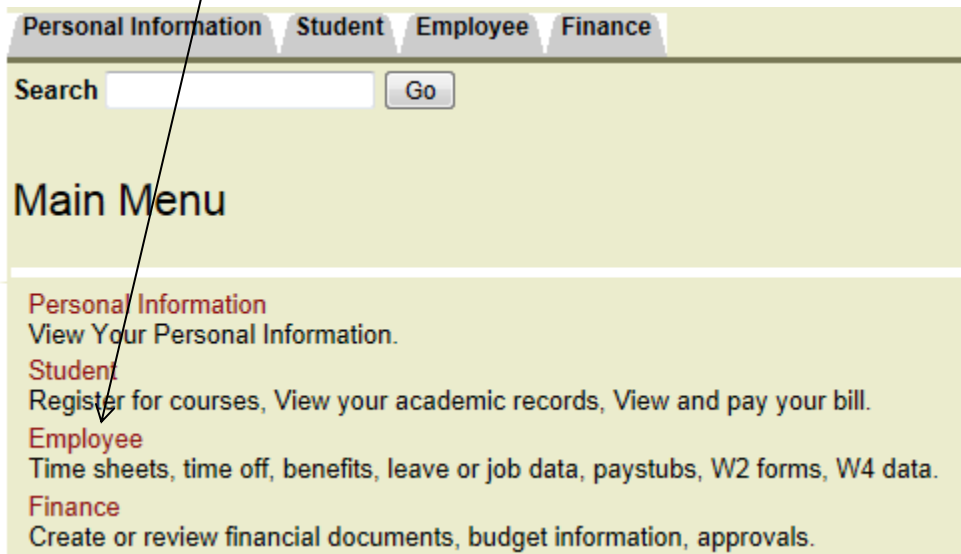
- 1) Login to Highlander Pipeline
- 2) Click the 'Faculty/Staff Services' tab



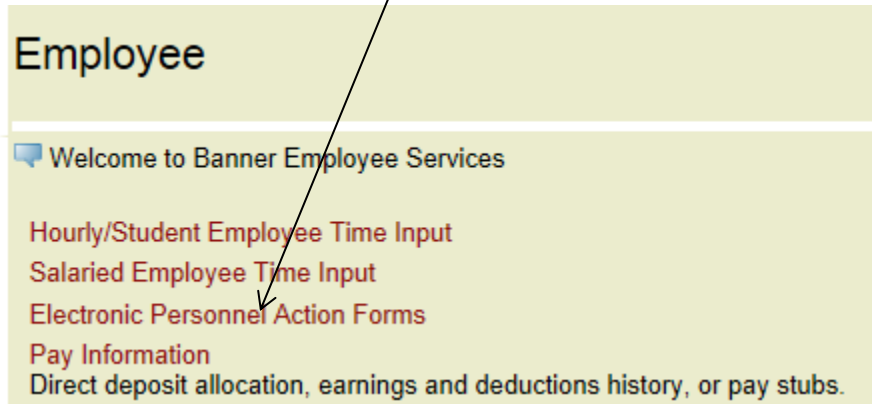
- 3) Click Banner Self-Service (Production) link



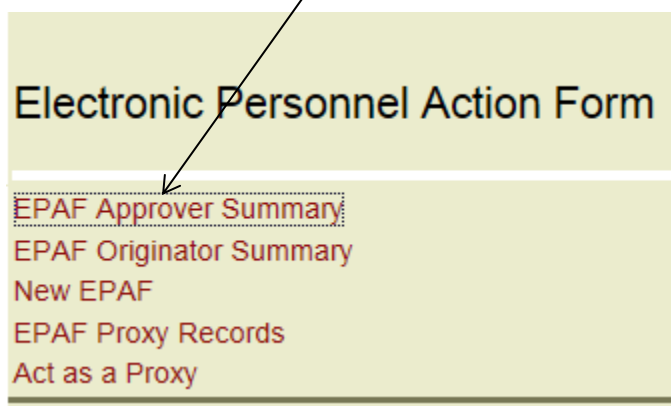
- 4) Click "Employee" link



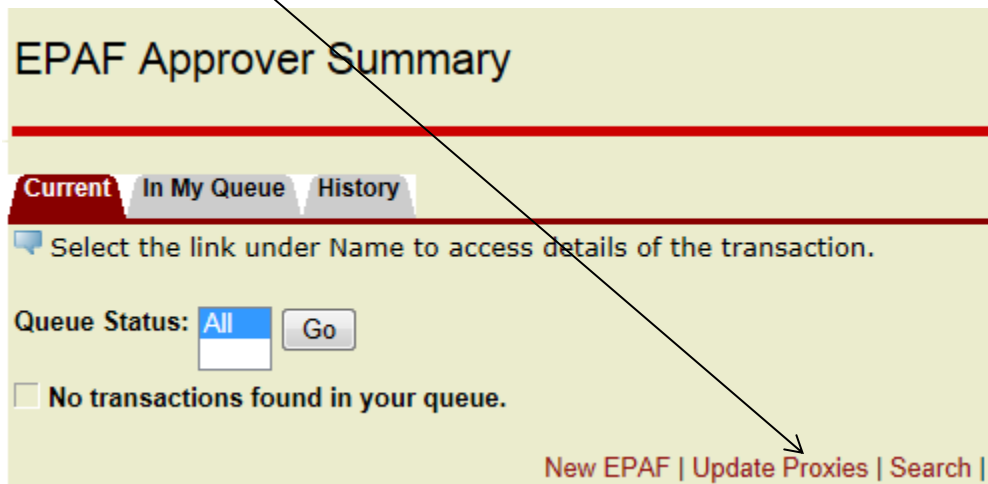
5) Click "Electronic Personnel Action Forms" link



6) Click "EPAF Approver Summary" link



7) Click "Update Proxies" link



8) Select name from the drop-down list

The screenshot shows the 'EPAF Proxy Records' form. At the top, there is a red horizontal line. Below it, the 'Approval Level' is set to 'Department Approval, DEPT'. The 'Name' field is currently empty and shows 'Not Selected'. To the right of the 'Name' field are two buttons: 'Remove' and 'Add'. The 'Add' button has an unchecked checkbox next to it. A 'Save' button is located below the 'Name' field. An arrow points from the text '8) Select name from the drop-down list' to the 'Name' field.

9) Check the "Add" box

The screenshot shows the 'EPAF Proxy Records' form. The 'Approval Level' is 'Department Approval, DEPT'. The 'Name' field now contains 'Williams, Jacinta Y. (JYW)'. The 'Add' button now has a checked checkbox next to it. The 'Remove' button is still present. A 'Save' button is located below the 'Name' field. An arrow points from the text '9) Check the "Add" box' to the checked checkbox.

10) Click "Save" button

The screenshot shows the 'EPAF Proxy Records' form. The 'Approval Level' is 'Department Approval, DEPT'. The 'Name' field contains 'Williams, Jacinta Y. (JYW)'. The 'Add' button has a checked checkbox next to it. The 'Remove' button is still present. The 'Save' button is highlighted with a dashed border, indicating it is the focus of the action. An arrow points from the text '10) Click "Save" button' to the 'Save' button.