Instructions for Approving EPAFs as a Proxy

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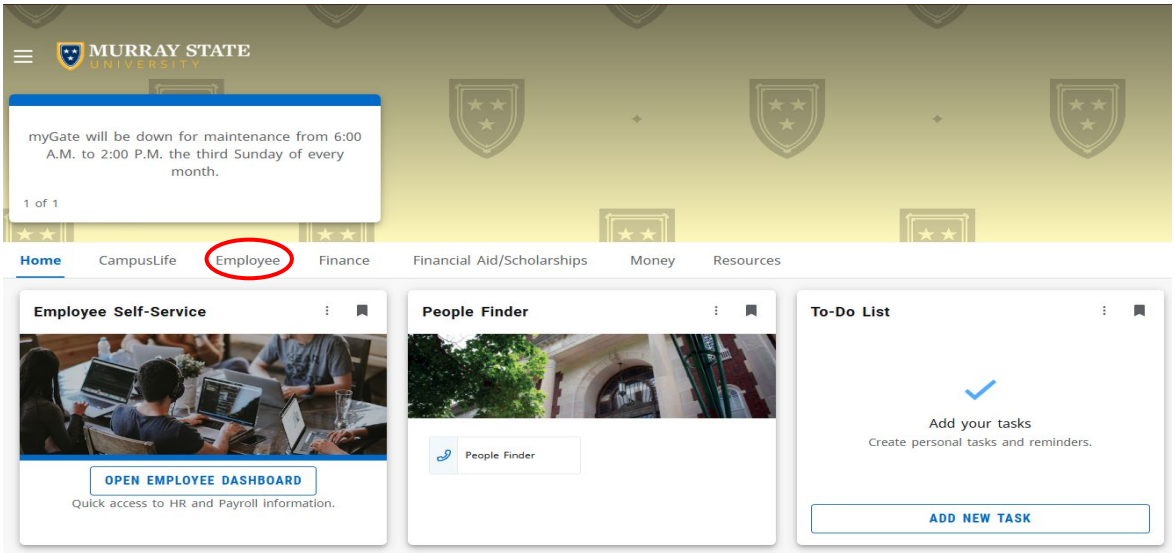
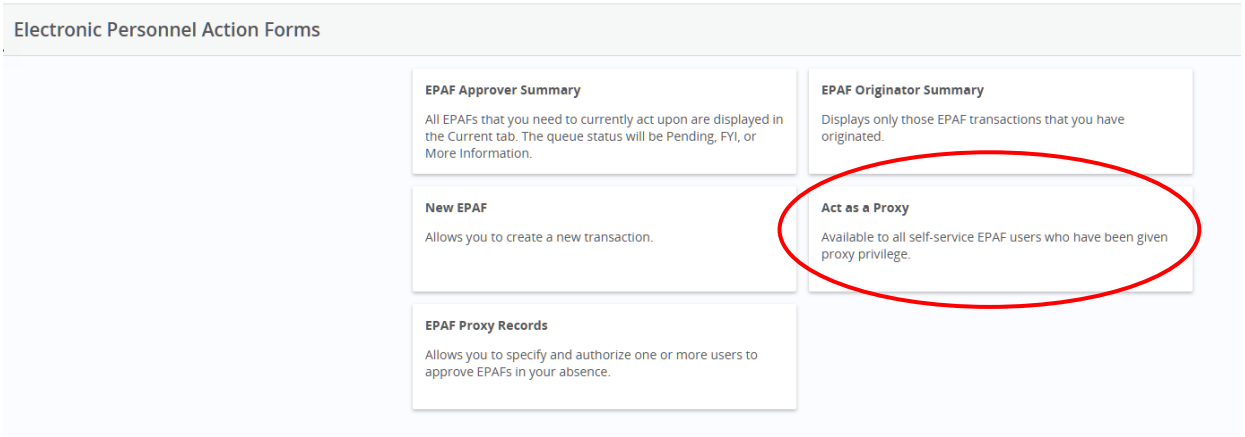
The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. Approvers can view all EPAFs awaiting their approval in the EPAF Approver Summary.

Log into myGate and click on the Employee category.

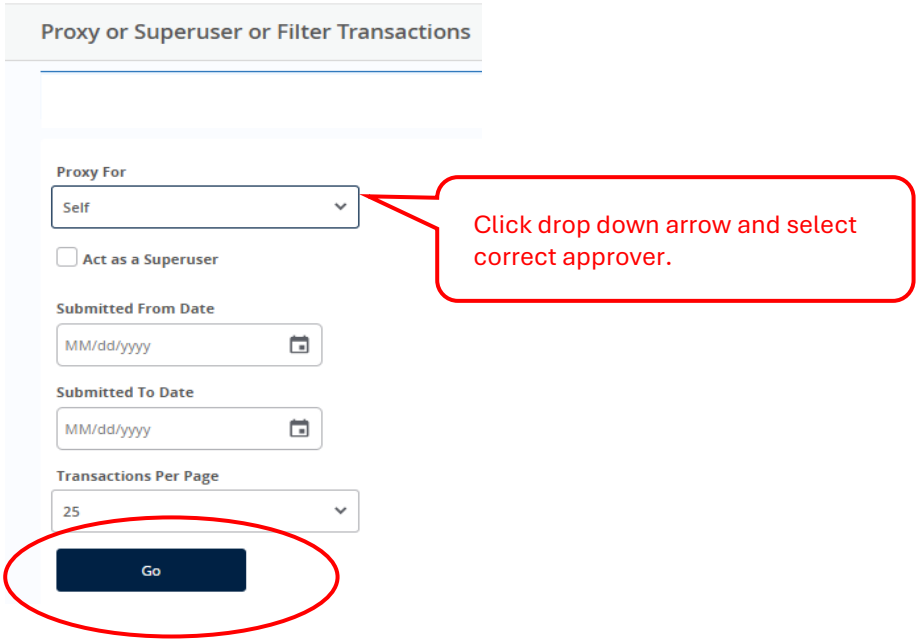


Click EPAF on the Electronic Personnel Action Forms card.

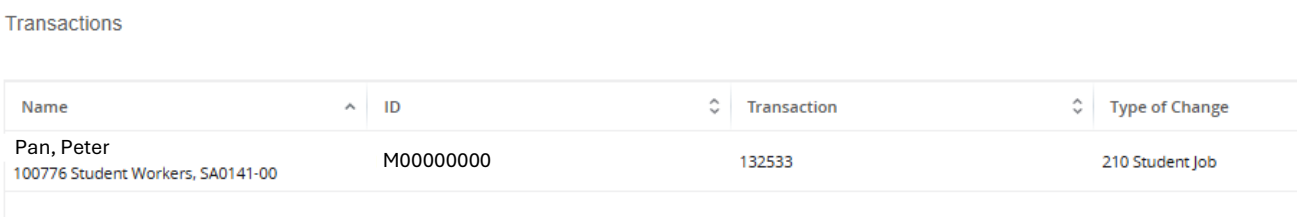
STEP 1: Approver Summary



- Click on **Act as Proxy**.

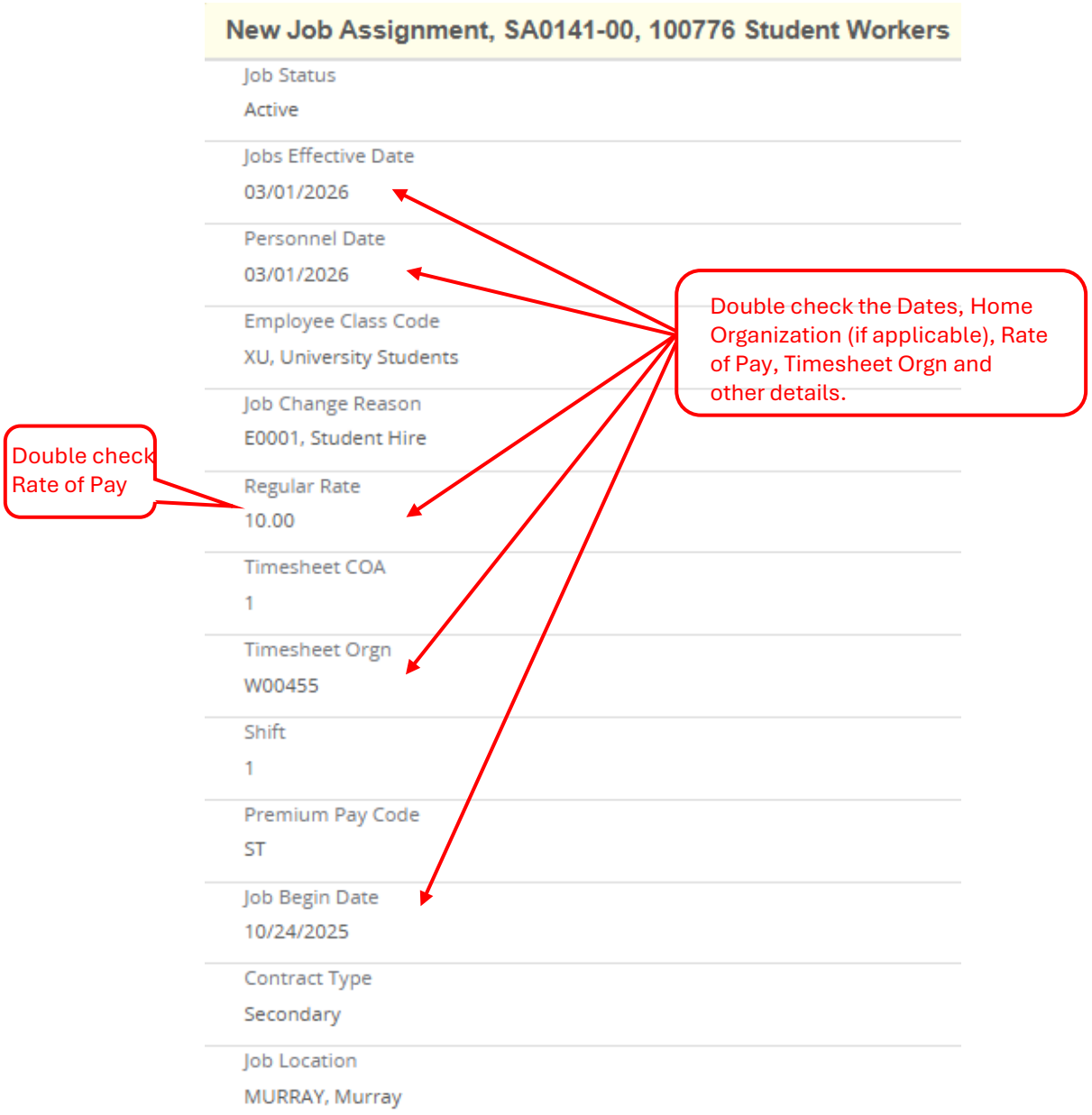


- Click on the drop down arrow and select the approver to which you will act as a Proxy.



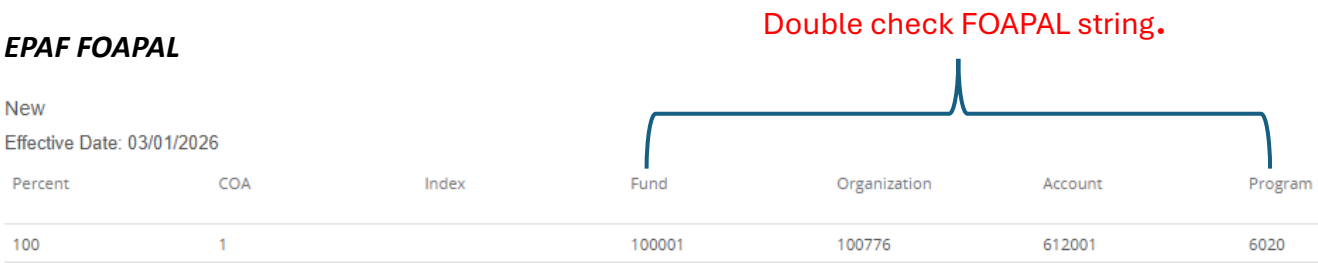
- Click on **Student's Name** to view EPAF details.

STEP 2: Verify EPAF Details



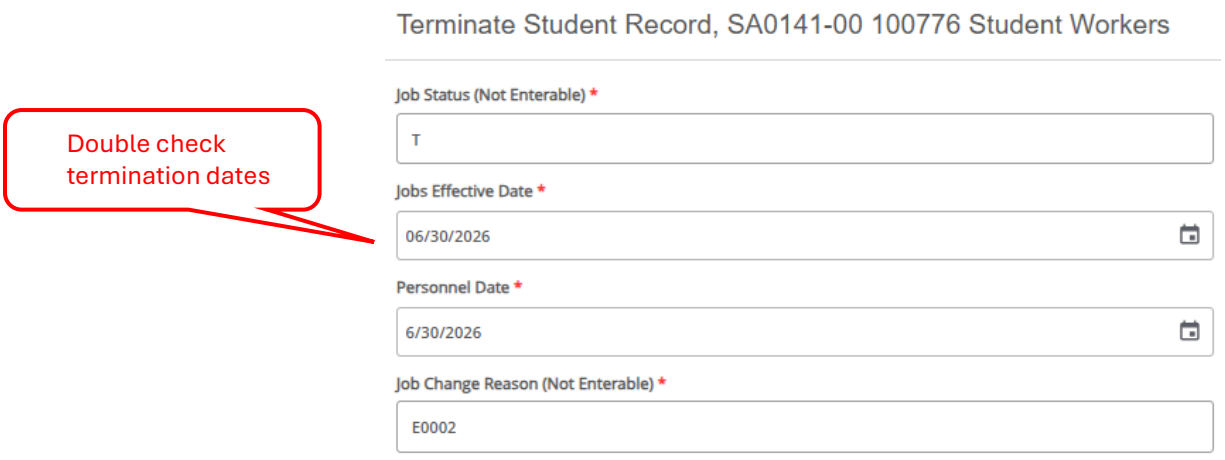
- Double check Dates, Home Organization (if applicable), Rate of Pay, Timesheet Orgn and other details.

EPAF FOAPAL



- Double check the FOAPAL string

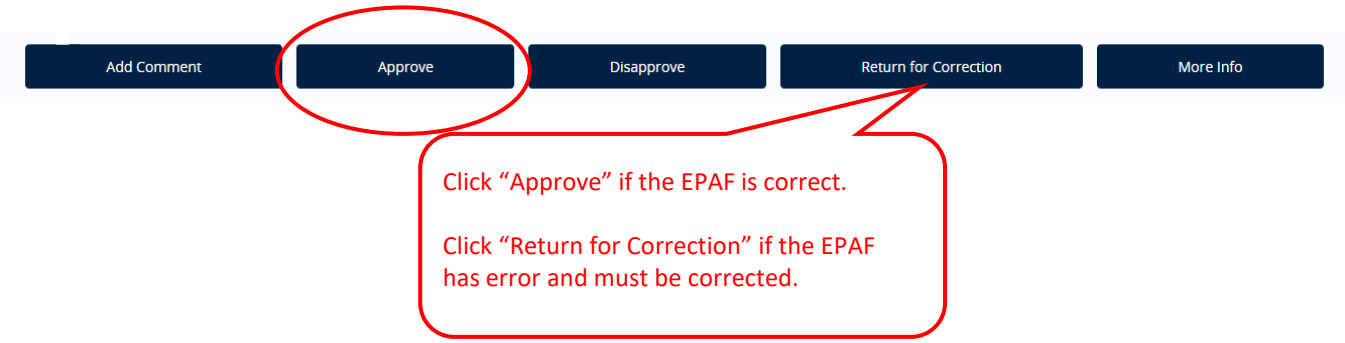
EPAF Termination Details



- Double check termination dates.

EPAF Routing Queue Details

STEP 3: Approve EPAF



- Click “Approve” if EPAF is correct. Click “Return for Correction” if there are errors.