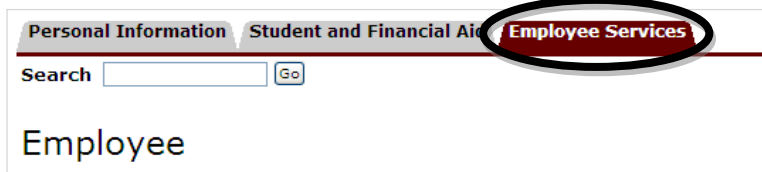


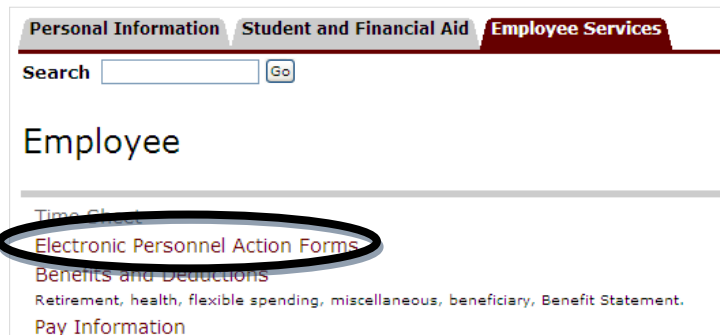
EPAF PROXY MAINTENANCE

To Access Proxy Information

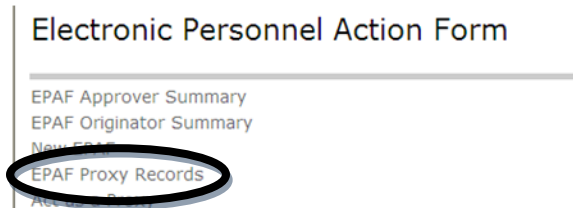
1. Log in to PAWS – www.fit.edu/paws
2. Click on the **Employee Services** tab



3. Click on **Electronic Personnel Action Forms**




4. Click on **EPAF Proxy Records**



Adding a Proxy

1. Select the Approval Level for which you want to assign a proxy

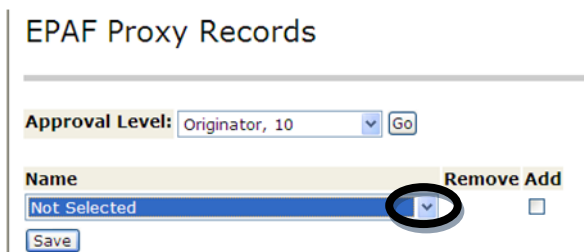


EPAF Proxy Records

Approval Level: Department Head, 20

- Department Head, 20
- Originator, 10

2. Click **Go**
3. Click on the dropdown menu and select the person who will act as your proxy for the selected approval level



EPAF Proxy Records

Approval Level: Originator, 10

Name	Remove	Add
Not Selected	<input type="checkbox"/>	<input type="checkbox"/>

4. Check the **Add** checkbox

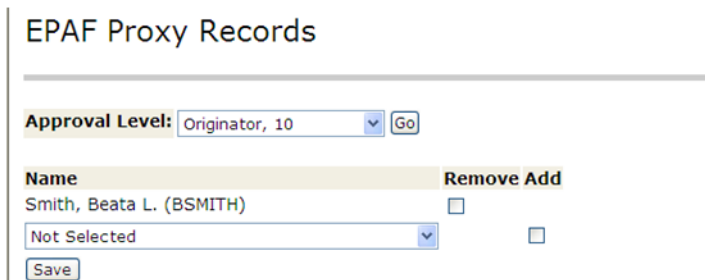


EPAF Proxy Records

Approval Level: Originator, 10

Name	Remove	Add
Smith, Beata L. (BSMITH)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Click the Save button



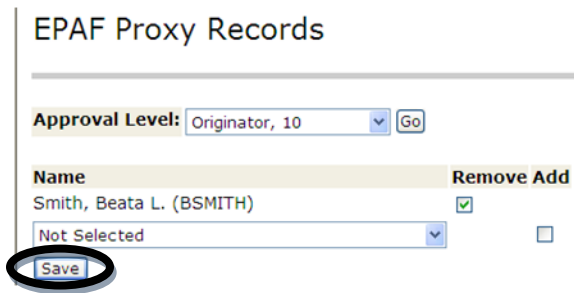
EPAF Proxy Records

Approval Level: Originator, 10

Name	Remove	Add
Smith, Beata L. (BSMITH)	<input type="checkbox"/>	<input type="checkbox"/>
Not Selected	<input type="checkbox"/>	<input type="checkbox"/>

To Remove a Proxy

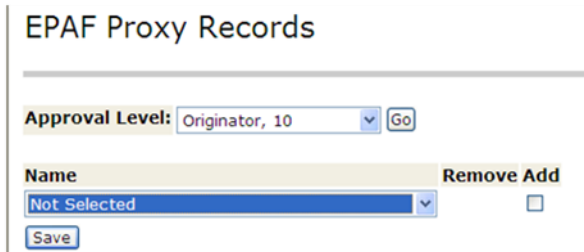
1. Check the **Remove** checkbox next to the proxy's name



The screenshot shows the 'EPAF Proxy Records' interface. At the top, there is a title 'EPAF Proxy Records' followed by a horizontal line. Below this is a form with an 'Approval Level' dropdown menu set to 'Originator, 10' and a 'Go' button. Underneath is a table with two columns: 'Name' and 'Remove Add'. The table contains one row for 'Smith, Beata L. (BSMITH)'. The 'Remove' checkbox in this row is checked with a green checkmark. Below the table is a dropdown menu set to 'Not Selected' and a 'Save' button, which is circled in red.

Name	Remove	Add
Smith, Beata L. (BSMITH)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Click the **Save** button



The screenshot shows the 'EPAF Proxy Records' interface after the 'Save' button has been clicked. The 'Approval Level' dropdown menu is still set to 'Originator, 10' and the 'Go' button is present. The table below it is empty, with the 'Name' column header visible. The 'Remove' and 'Add' columns are also visible, but no data is present. The 'Save' button is now highlighted with a blue border.

Name	Remove	Add
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