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

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Employee

Welcome to Banner Employee Services
Hourly/Student Employee Time Input
Salaried Employee Time Input
Electronic Personnel Action Forms
Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

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6) Click “EPAF Approver Summary” link

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Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

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7) Click “Update Proxies” link

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EPAF Approver Summary

Queue Status: All Go

No transactions found in your queue.

New EPAF | Update Proxies | Search |
8) Select name from the drop-down list

<table>
<thead>
<tr>
<th>Approval Level:</th>
<th>Department Approval, DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Williams, Jacinta Y. (JYW)</td>
</tr>
<tr>
<td>Remove Add</td>
<td></td>
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</tbody>
</table>

9) Check the “Add” box

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10) Click “Save” button

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Save