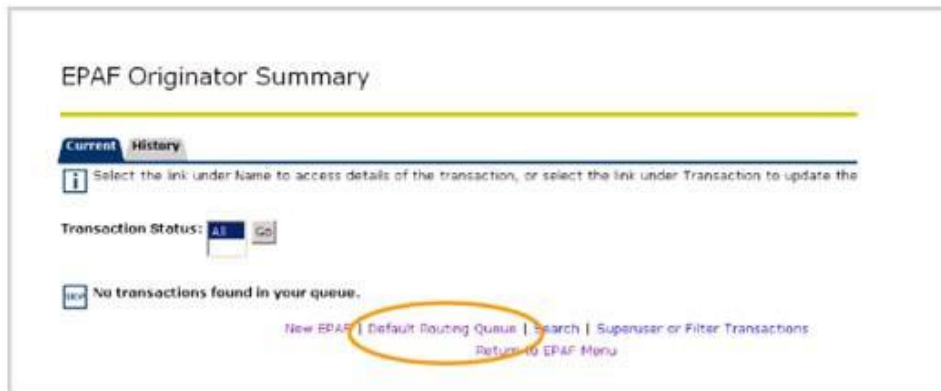


Work Study Student - EPAF Guide

Chapter One: Setting up Default Routing

Once default routing is set up for a particular Approval Category, you will not have to set routing up for each individual EPAF within that category.

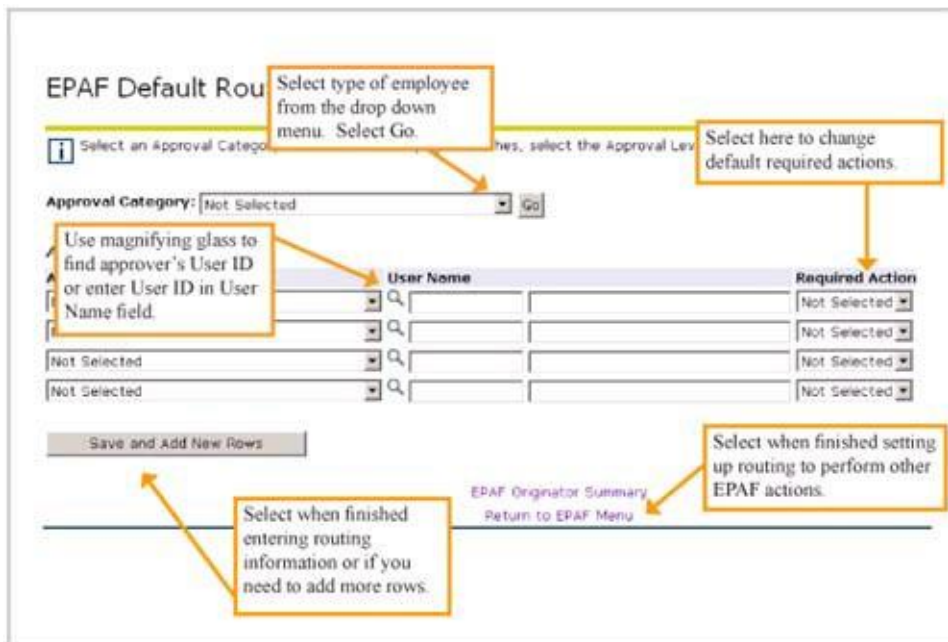
1. Log in to **DrexelOne**.
2. Select Employees tab.
3. Select More BannerWeb Employee Services.
4. Select Electronic Personnel Action Forms.
5. Select EPAF Originator Summary.
6. Select Default Routing Queue.



7. From the Approval Category drop down menu, select the type of employee that you want to set up in your routing for. Select Go.
8. Set up the routing levels. There are pre-set approval levels and required actions that correspond to each individual Approval Category, which will default into the routing fields when you select the Approval Category and select, Go. Simply input the User ID for the appropriate levels if you would like to use the default levels. If you would like to add approvers to the default levels, please use the following steps:
 - a. Select the user level for the appropriate level of the routing.
 - b. Enter User ID for approval levels under the User Name field. If you don't know the User Names for your approvers, use the magnifying glass to search for them.
 - c. Select drop down menu under Required Action to change these defaults. The following are standard approval levels for routing:

Approval Category	Action
DEPBUD	Approve
FINAID	Approve
HUMRES	Approve
HRADMIN	Apply

9. When finished entering approvers, select Save and Add New Rows.



10. The following types of EPAFs available for work study students:

Code	Type
SWDHR	Workstudy Timesheet Change
SWNHR	Workstudy New Hire
SWRHR	Workstudy Rehire
SWTHR	Workstudy Termination
SWWHR	Workstudy Wage Change

11. Repeat for as many employee types as necessary.

Work Study Student Chapter Two: New Hire (SWNHR)

This EPAF is to be used when the student has never worked for Drexel. The student will also be required to stop into Human Resources office to present appropriate identification for the completion of an I-9 form and fill out new hire paperwork. Click this link for more information: [Work Study Info](#)

Work Study Student EPAFs must be submitted prior to the payroll cut-off dates for HRIS which is posted on the Payroll Website: [Payroll](#)

1. Log in to **DrexelOne**.
2. Select Employees tab.
3. Select More BannerWeb Employee Services.
4. Select Electronic Personnel Action.
5. Select New EPAF.
6. Enter the university ID of the person you want to create an EPAF for. If you don't know the person's university ID, click on the magnifying glass on the right to search for the person.
7. Enter the Start Date in the Query Date field. (Date must be in MM/DD/YYYY format).
8. Select the type of employee from the Approval Category drop down menu.
9. Once ID, Query Date, and Approval Category are selected, click Go.

The screenshot shows a web form titled "New EPAF Person Selection". It includes an information icon (i) with the text "Enter an ID, select the link to search for an ID, or generate an ID. Enter". Below this is a legend: "* - indicates a required field." The form has several fields: "ID:" with a required field asterisk and a magnifying glass icon; "Query Date: MM/DD/YYYY" with a required field asterisk and the value "11/03/2006"; and "Approval Category:" with a required field asterisk and a dropdown menu showing "Not Selected". There is a "Go" button at the bottom left. Annotations with arrows point to: the magnifying glass icon with the text "Click here to search for a university ID."; the "Query Date" field with the text "Enter Start Date here."; the "Approval Category" dropdown with the text "Click here to select the type of employee."; and the "Go" button with the text "Click here when you are ready to move forward."

10. Enter position number for employee in the Position field. If you don't know the position number, click on the magnifying glass to search for it. If you are renewing a position that the employee has already had, simply select the job under Existing Jobs.
11. Enter Suffix as 00. (Disregard if you selected an existing job.)

12. When Position number and Suffix are completed, select Create.

New EPAF Job Selection

i Enter or search for a new position number and enter the suffix, or select the link under Title

ID:

Query Date:

Approval Category:

New Job

Position:

Suffix:

Create

Existing Jobs

Number and Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
All Jobs					

Callouts:

- Here you will see the employee's name, ID, Start Date, and the type of employee the person will be hired as.
- Suffix should always be 00.
- Click here to search for a position number.
- Positions that employee has already had – they can be renewed.

13. Under the Start section, enter the information pertaining to each field in the EPAF:

Electronic Personnel Action Form

i Enter the information for the EPAF and either Save or Submit.

Name and ID:

Transaction:

Transaction Status:

Approval Category:

Save

Job and Suffix:

Query Date:

Last Paid Date:

Callout: Here you will see information for the employee as well as information for the position that you are hiring the employee for.

Item	Current Value	New Value
Home Department:		<input type="text" value="3223"/>
Distribution Orgn:		<input type="text" value="3223"/>
Hire Date: MM/DD/YYYY		<input type="text" value="02/01/2010"/>
Job Begin Date: MM/DD/YYYY		<input type="text" value="02/01/2010"/>
Regular Rate:		<input type="text" value="7.25"/>
Job Effective Date: MM/DD/YYYY		<input type="text" value="02/01/2010"/>
FTE: (Not Overrideable)		<input type="text" value=".25"/>
Hours per Day: (Not Overrideable)		<input type="text" value="2"/>
Hours per Pay: (Not Overrideable)		<input type="text" value="20"/>

Number Pays Periods: (Not Overrideable)	26.1
Number of Pays: (Not Overrideable)	26.1
Distribution COA: (Not Overrideable)	D
Home COAS: (Not Overrideable)	D
Employee Class Code: (Not Overrideable)	SW
Employee Status: (Not Overrideable)	A
Job End Date: MM/DD/YYYY (Not Overrideable)	-
Job Change Reason: (Not Overrideable)	NEW
Step: (Not Overrideable)	0
Job Category: (Not Overrideable)	P

14. There is not a termination section or end dates for work study EPAFs. The reason is that at the end of each fiscal year, all work study positions must be terminated for the current fiscal year. The HRIS department will process a mass termination for all work studies on June 30 or the end of each fiscal year. If the department wants to rehire a student employee in the next fiscal year, a rehire EPAF would need to be processed.
15. Enter Routing Information, if necessary. (If you set up default routing, it should automatically populate here. See the [Routing page](#) for instructions.)

Approval Category	Action
DEPBUD	Approve
FINAID	Approve
HUMRES	Approve
HRADMIN	Apply

16. Enter Comments, if necessary. (**HINT:** If you entered comments and then received an error when you saved, your comments are still saved even though you don't see them in the Comments box.)
17. Review the information you entered in the EPAF.
18. When finished entering all information in the EPAF, select Save. (*Note: You MUST save your EPAF before submitting it!*)
19. If you are ready to send the EPAF into your routing queue, select Submit. If you need to trash the EPAF and start over, select Delete.

Comment

Enter comments here if necessary.

Transaction History

Action	Date	User Name

You will see your transaction history information here.

Select Save when finished entering information.
 Select Submit if ready to send EPAF into routing queue.
 Select Delete if you want to delete the EPAF entirely.

HINT 1: You will know that your EPAF was submitted successfully by an alert at the top of your screen.

Electronic Personnel Action Form

The transaction has been successfully submitted.

HINT 2: Remember to periodically review your outstanding EPAFs to ensure that they are all approved in a timely fashion. If you find that your EPAF has not been approved, check the comments section to see if there are notes as to why it has not yet been approved.

Work Study Student Chapter Three: Rehire (SWRHR)


This EPAF is to be used when the student has worked for Drexel in the past. It can also be used in conjunction with a termination EPAF to terminate a position mid-fiscal year and rehire in a new position.

If the student has worked within the calendar year, there is no requirement to fill out paperwork in Human Resources. However, if the student has not worked in one calendar year or more, the student will be required to stop into Human Resources office to present appropriate identification for the completion of an I-9 form and fill out new hire paperwork for re-verification purposes. Click this link for more information: [Work Study Info](#)


Work Study Student EPAFs must be submitted prior to the payroll cut-off dates for HRIS which is posted on the Payroll Website: [Payroll](#)

1. Log in to **DrexelOne**.
2. Select Employees tab.
3. Select More BannerWeb Employee Services.
4. Select Electronic Personnel Action.
5. Select New EPAF.
6. Enter the university ID of the person you want to create an EPAF for. If you don't know the person's university ID, click on the magnifying glass on the right to search for the person.
7. Enter the Start Date in the Query Date field. (Date must be in MM/DD/YYYY format).
8. Select the type of employee from the Approval Category drop down menu.
9. Once ID, Query Date, and Approval Category are selected, click Go.

New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 


Query Date: MM/DD/YYYY *

Approval Category: *

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

10. Select the position you would like to rehire and click Go. If the student is being rehired into a new position number type in the new position number and Suffix which should always equal 00.

New EPAF Job Selection

 Enter or search for a new position number and enter the suffix, or select the link under Title.


ID:
Query Date:
Approval Category: TEST: Workstudy Rehire, SWRHR

Work Study Rehire Start, SWRHR

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status Select
<input type="text" value="New Job"/> <input type="text"/>							<input type="radio"/>
Primary	106330	00	CWS - Level One	3667, Mechanical Engineering & Mechanics	Jul 02, 2007	Nov 20, 2009	Active <input type="radio"/>
Secondary	158031	00	Student Employee	3667, Mechanical Engineering & Mechanics	Jan 01, 2010	Mar 12, 2010	Active <input checked="" type="radio"/>

11. Under the Start section, enter the information pertaining to each field in the EPAF.

Electronic Personnel Action Form

 Enter the information for the EPAF and either Save or Submit.

Name and ID:
Transaction:
Transaction Status:
Approval Category:
Query Date:
Last Paid Date:

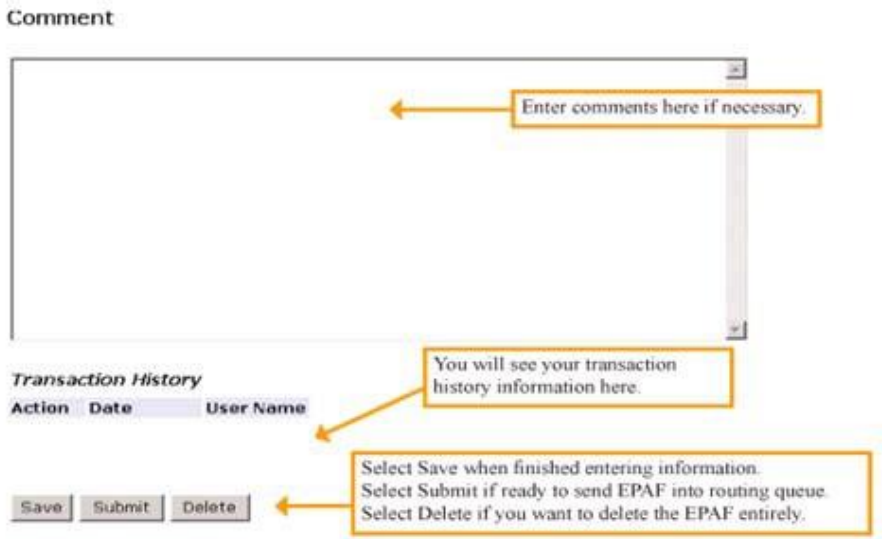
<input type="text"/>
<input type="text" value="Primary"/>
<input type="text" value="03/01/2010"/>
<input type="text" value="8.00"/>
<input type="text" value="A"/>
<input type="text"/>
<input type="text"/>
<input type="text" value="3223"/>
<input type="text" value="-"/>
<input type="text"/>

(Not Overrideable)		
FTE:	.25	<u>.25</u>
(Not Overrideable)		

- 12. Each fiscal year, all work study positions must be terminated for the current fiscal year. The HRIS department will process a mass termination for all work studies on June 30 or the end of each fiscal year. If the department wants to rehire a student employee in the next fiscal year, a rehire EPAF would need to be processed.
- 13. Enter Routing Information, if necessary. (If you set up default routing, it should automatically populate here. See the **Routing page** for instructions.)

Approval Category	Action
DEPBUD	Approve
FINAID	Approve
HUMRES	Approve
HRADMIN	Apply

- 14. Enter Comments, if necessary. (**HINT:** If you entered comments and then received an error when you saved, your comments are still saved even though you don't see them in the Comments box.)
- 15. Review the information you entered in the EPAF.
- 16. When finished entering all information in the EPAF, select Save. (*Note: You MUST save your EPAF before submitting it!*)
- 17. If you are ready to send the EPAF into your routing queue, select Submit. If you need to trash the EPAF and start over, select Delete.



HINT 1: You will know that your EPAF was submitted successfully by an alert at the top of your screen.

Electronic Personnel Action Form

The transaction has been successfully submitted.

HINT 2: Remember to periodically review your outstanding EPAFs to ensure that they are all approved in a timely fashion. If you find that your EPAF has not been approved, check the comments section to see if there are notes as to why it has not yet been approved.


Work Study Student Chapter Four: Termination (SWTHR)

This EAF is to be used when a student needs to be terminated in the system prior to the fiscal year end (or June 30). It can also be used to terminate the student from one position in one department, and then submit a rehire EAF to set them up in a new position in another department mid-fiscal year.


Work Study Student EAPFs must be submitted prior to the payroll cut-off dates for HRIS which is posted on the Payroll Website: [Payroll](#)

1. Log in to **DrexelOne**.
2. Select Employees tab.
3. Select More BannerWeb Employee Services.
4. Select Electronic Personnel Action.
5. Select New EPAF.
6. Enter the university ID of the person you want to create an EPAF for. If you don't know the person's university ID, click on the magnifying glass on the right to search for the person.
7. Enter the Start Date in the Query Date field. (Date must be in MM/DD/YYYY format).
8. Select the type of employee from the Approval Category drop down menu.
9. Once ID, Query Date, and Approval Category are selected, click Go.

New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * Employee Name 


Query Date: MM/DD/YYYY *

Approval Category: *

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

10. Select the position number, then click Go.

New EPAF Job Selection

 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Employee Name, 12345678


Query Date:

Approval Category: TEST: Workstudy Termination, SWTHR

Work Study End, SWTHRE

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="Q"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	106330	00	CWS - Level One	3652, Drexel Learning Center	Jul 04, 2009		Aug 14, 2009	Active	<input checked="" type="radio"/>

11. Under the Start section, enter the Job Effective Date = the last day the student will be paid.

 Enter the information for the EPAF and either Save or Submit.

Name and ID:	Employee Name, 12345678	Query Date:	Feb 16, 2010
Transaction:		Last Paid Date:	Aug 14, 2009
Transaction Status:			
Approval Category:	Workstudy Termination, SWTHR		

Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY	07/01/2009	02/15/2010
Job Status: (Not Overrideable)	Active	T
Job Change Reason: (Not Overrideable)	REHIR	EXPIR

12. Enter Routing Information, if necessary. (If you set up default routing, it should automatically populate here. See the [Routing page](#) for instructions.)

Approval Category	Action
DEPBUD	Approve
FINAID	Approve
HUMRES	Approve
HRADMIN	Apply

13. Enter Comments, if necessary. (**HINT:** If you entered comments and then received an error when you saved, your comments are still saved even though you don't see them in the Comments box.)
14. Review the information you entered in the EPAF.
15. When finished entering all information in the EPAF, select Save. (*Note: You MUST save your EPAF before submitting it!*)
16. If you are ready to send the EPAF into your routing queue, select Submit. If you need to trash the EPAF and start over, select Delete.

Comment

Enter comments here if necessary.

Transaction History

Action	Date	User Name

You will see your transaction history information here.

Save Submit Delete

Select Save when finished entering information.
 Select Submit if ready to send EPAF into routing queue.
 Select Delete if you want to delete the EPAF entirely.

HINT 1: You will know that your EPAF was submitted successfully by an alert at the top of your screen.

Electronic Personnel Action Form

The transaction has been successfully submitted.

HINT 2: Remember to periodically review your outstanding EPAFs to ensure that they are all approved in a timely fashion. If you find that your EPAF has not been approved, check the comments section to see if there are notes as to why it has not yet been approved.

Work Study Student

Chapter Five: TimeSheet Change (SWDHR)


This EAF is to be used when a student needs to be transferred from one department to another department under the current area for timesheet purposes. It is meant more for correction purposes.

Important Note: If the student is being fully transferred from one manager or area to a completely different manager or area, a termination EPAF must be submitted by the terminating manager and a rehire EPAF must be submitted by the new hiring manager in that order. This will ensure that both departments are notified of the change and appropriate approval is obtained.


Work Study Student EPAFs must be submitted prior to the payroll cut-off dates for HRIS which is posted on the Payroll Website: [Payroll](#)

1. Log in to **DrexelOne**.
2. Select Employees tab.
3. Select More BannerWeb Employee Services.
4. Select Electronic Personnel Action.
5. Select New EPAF.
6. Enter the university ID of the person you want to create an EPAF for. If you don't know the person's university ID, click on the magnifying glass on the right to search for the person.
7. Enter the Start Date in the Query Date field. (Date must be in MM/DD/YYYY format).
8. Select the type of employee from the Approval Category drop down menu.
9. Once ID, Query Date, and Approval Category are selected, click Go.


New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * Employee Name 


Query Date: MM/DD/YYYY*

Approval Category: * 

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

10. Select the position number, then click Go.

New EPAF Job Selection

 Enter or search for a new position number and enter the suffix, or select the link under Title.


ID: Employee Name, 12345678
Query Date: Feb 22, 2010
Approval Category: WorkStudy Timesheet Change, SWDHR

Work Study Dept Change, SWDHRO

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="New Job"/>	<input type="text" value="106330"/>	<input type="text" value="00"/>	CWS - Level One	3751, Printing and Mailing Services	Oct 02, 2009			Active	<input checked="" type="radio"/>

11. Under the Start section, enter new information:

Electronic Personnel Action Form

 Enter the information for the EPAF and either Save or Submit.

Name and ID: Employee Name, 12345678
Transaction:
Transaction Status:
Approval Category: WorkStudy Timesheet Change, SWDHR
Query Date: Feb 22, 2010
Last Paid Date:

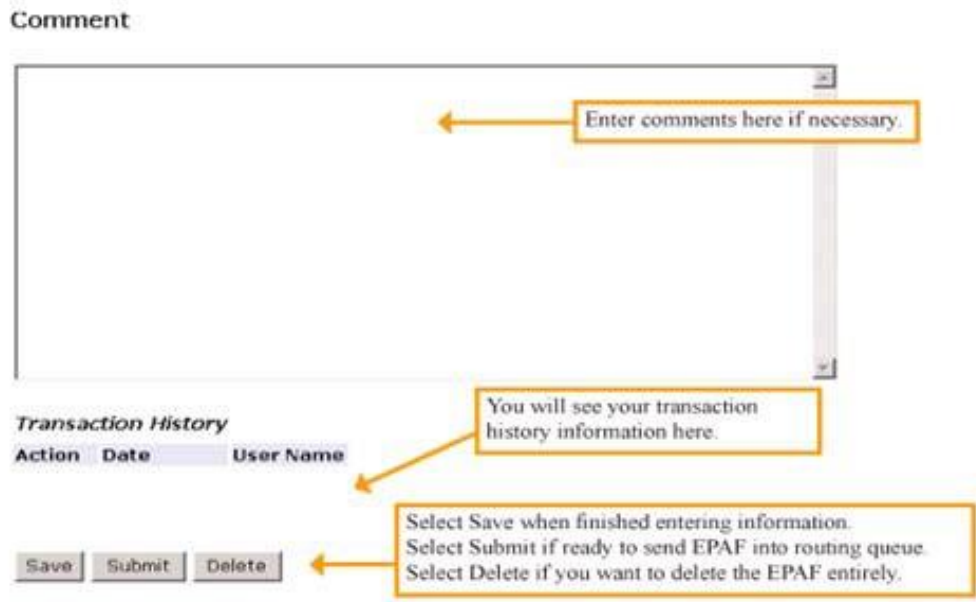
Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY	07/01/2009	<input type="text" value="02/01/2010"/>
Job Change Reason: (Not Overrideable)	NEW	<input type="text" value="ORCO"/>
Timesheet Orgn:	3441	<input type="text" value="3443"/>

12. Enter Routing Information, if necessary. (If you set up default routing, it should automatically populate here. See the [Routing page](#) for instructions.)

Approval Category	Action
DEPBUD	Approve
FINAID	Approve
HUMRES	Approve
HRADMIN	Apply

13. Enter Comments, if necessary. (**HINT:** If you entered comments and then received an error when you saved, your comments are still saved even though you don't see them in the Comments box.)

14. Review the information you entered in the EPAF.
15. When finished entering all information in the EPAF, select Save. (*Note: You MUST save your EPAF before submitting it!*)
16. If you are ready to send the EPAF into your routing queue, select Submit. If you need to trash the EPAF and start over, select Delete.



HINT 1: You will know that your EPAF was submitted successfully by an alert at the top of your screen.



HINT 2: Remember to periodically review your outstanding EPAFs to ensure that they are all approved in a timely fashion. If you find that your EPAF has not been approved, check the comments section to see if there are notes as to why it has not yet been approved.


Work Study Student Chapter Six: Wage Change (SWWHR)

This EAF is to be used for salary changes to students who have already been hired. It cannot be used in combination with another action and only used for the purposes of changing hourly wage.



Work Study Student EPAFs must be submitted prior to the payroll cut-off dates for HRIS which is posted on the Payroll Website: [Payroll](#)

1. Log in to **DrexelOne**.
2. Select Employees tab.
3. Select More BannerWeb Employee Services.
4. Select Electronic Personnel Action.
5. Select New EPAF.
6. Enter the university ID of the person you want to create an EPAF for. If you don't know the person's university ID, click on the magnifying glass on the right to search for the person.
7. Enter the Start Date in the Query Date field. (Date must be in MM/DD/YYYY format).
8. Select the type of employee from the Approval Category drop down menu.
9. Once ID, Query Date, and Approval Category are selected, click Go.

New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.


ID: *  

Query Date: MM/DD/YYYY*

Approval Category: *

10. Select the position number, then click Go.

New EPAF Job Selection


 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:

Query Date:


Approval Category:

Work Study Wage Change, SWWHRC

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>						<input type="radio"/>
	Primary	106330	00	CWS - Level One	3652, Drexel Learning Center	Jul 04, 2009	Aug 14, 2009	Active	<input checked="" type="radio"/>

11. Under the Start section, enter the information pertaining to each field in the EPAF:

Electronic Personnel Action Form

 Enter the information for the EPAF and either Save or Submit.

Name and ID: Employee Name, 12345678
Transaction:
Transaction Status:
Approval Category: Workstudy Wage Change, SWWHR
Query Date: Feb 16, 2010
Last Paid Date: Aug 14, 2009

Save

		17.10
		SALIN, Salary Increase

Types of Job Change Reasons:

Code	Type
SALCO	Salary Correction
SALDC	Salary Decrease
SALIN	Salary Increase

12. Enter Routing Information, if necessary. (If you set up default routing, it should automatically populate here. See the [Routing page](#) for instructions.)

Approval Category	Action
DEPBUD	Approve
FINAID	Approve
HUMRES	Approve
HRADMIN	Apply

13. Enter Comments, if necessary. (**HINT:** If you entered comments and then received an error when you saved, your comments are still saved even though you don't see them in the Comments box.)
14. Review the information you entered in the EPAF.
15. When finished entering all information in the EPAF, select Save. (*Note: You MUST save your EPAF before submitting it!*)
16. If you are ready to send the EPAF into your routing queue, select Submit. If you need to trash the EPAF and start over, select Delete.

Comment

Enter comments here if necessary.

Transaction History

Action	Date	User Name

You will see your transaction history information here.

Save Submit Delete

Select Save when finished entering information.
 Select Submit if ready to send EPAF into routing queue.
 Select Delete if you want to delete the EPAF entirely.

HINT 1: You will know that your EPAF was submitted successfully by an alert at the top of your screen.

Electronic Personnel Action Form

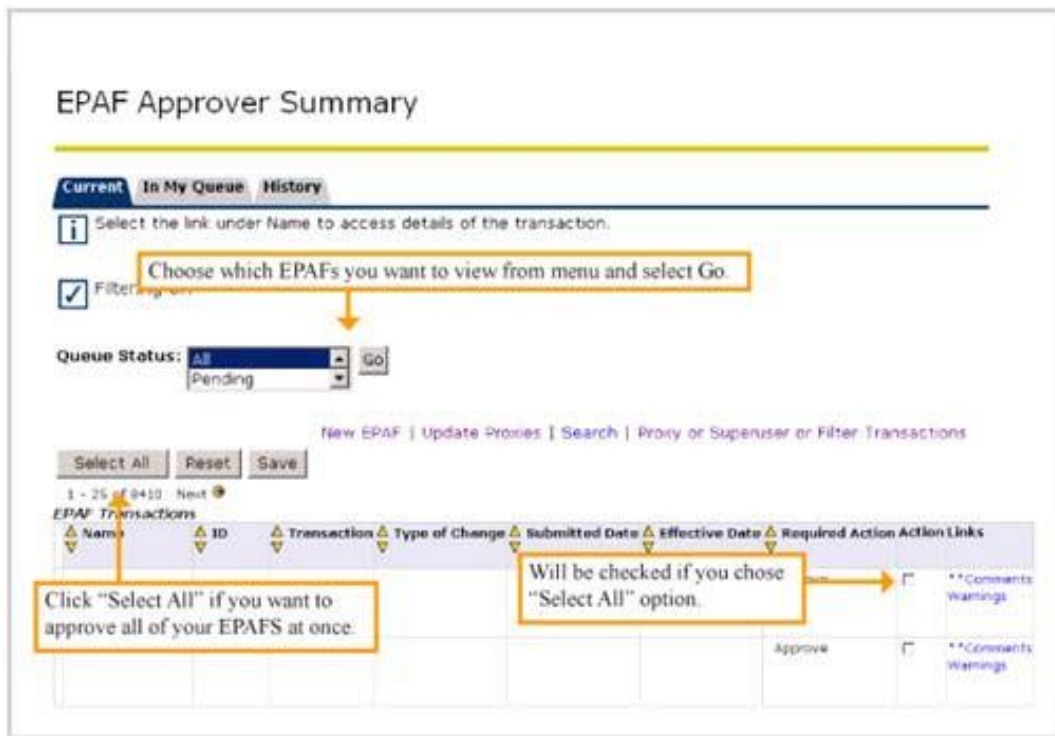
The transaction has been successfully submitted.

HINT 2: Remember to periodically review your outstanding EPAFs to ensure that they are all approved in a timely fashion. If you find that your EPAF has not been approved, check the comments section to see if there are notes as to why it has not yet been approved.

Work Study Student - EPAF Guide

Chapter Seven: Approving an EPAF

1. Select Default Routing Queue. Log in to **DrexelOne**.
2. Select Employees tab.
3. Select More BannerWeb Employee Services.
4. Select Electronic Personnel Action Forms.
5. Select EPAF Approver Summary.
6. By choosing “All” from the Queue Status list, you will see all of the EPAFs that exist within your department. By choosing “Pending” from the Queue Status list, you will see all of the EPAFs that are waiting for your approval. You can view and approve each EPAF individually by clicking on their names, or you can approve them all at once but selecting “Select All” in the Action column.
7. If you chose “Select All,” you should see the boxes in the Action column checked. Once this box is checked, simply select Save, and your EPAFs will be approved.



8. If you selected one EPAF to view, review the EPAF. If it is correct and you want to approve it, select Approve. If you want to return the EPAF to the originator for correction, select Return for Correction.

EPAF Preview

You are acting as a Superuser.

Name and ID:	Job and Suffix:
Transaction:	Query Date:
Transaction Status:	Last Paid Date:
Approval Category:	

Next ➔

[Add Comment](#)

Select the appropriate action after reviewing the EPAF. You can also add a comment to the EPAF by selecting "Add Comment."

HINT: You know that your EPAF has been approved when you see “Transaction successfully completed” at the top of the screen and Transaction Status has changed to “Approved.”

Work Study Student - EPAF Guide

Chapter Eight: Setting Up a Proxy

1. Log in to **DrexelOne**.
2. Select Employees tab.
3. Select More BannerWeb Employee Services.
4. Select Electronic Personnel Action Forms.
5. Select EPAF Proxy Records.
6. From the Approval Level drop down menu, select the approval level of your proxy. Select Go.

The screenshot shows the 'EPAF Proxy Records' form. At the top, there is a yellow horizontal line. Below it, the title 'EPAF Proxy Records' is displayed. A callout box with an arrow points to the 'Approval Level' dropdown menu, containing the text 'Select Approval Level of Proxy here.'. The dropdown menu is open, showing several options: 'Budget Approval, BUDGET', 'College/School Budget Admin, DEPBUD', 'Department Head, DEPT', 'HR System Administration, HRADMN', and 'HRIS, HUMRES'. To the right of the dropdown is a 'Go' button. Below the dropdown, there are links for 'EPAF Approver Summary' and 'Return to EPAF Menu'. At the bottom left, it says 'RELEASE: 7.3'.

7. From the Name drop down menu, select the name of the person you are assigning as a proxy. Check “Add” box to add proxy. Select Save.
8. Repeat for as many Approval Levels as necessary.

The screenshot shows the 'EPAF Proxy Records' form. At the top, there is a yellow horizontal line. Below it, the title 'EPAF Proxy Records' is displayed. The 'Approval Level' dropdown menu is set to 'Department Head, DEPT' and has a 'Go' button next to it. Below this, there is a 'Name' dropdown menu with 'Not Selected' selected. To the right of the 'Name' dropdown is a 'Remove Add' button with a checkbox. A callout box with an arrow points to the dropdown arrow, containing the text 'Click arrow to access drop down menu to find employee name.'. Another callout box with an arrow points to the checkbox, containing the text 'Click here once you have selected a name and then select Save.'. At the bottom left, there is a 'Save' button.

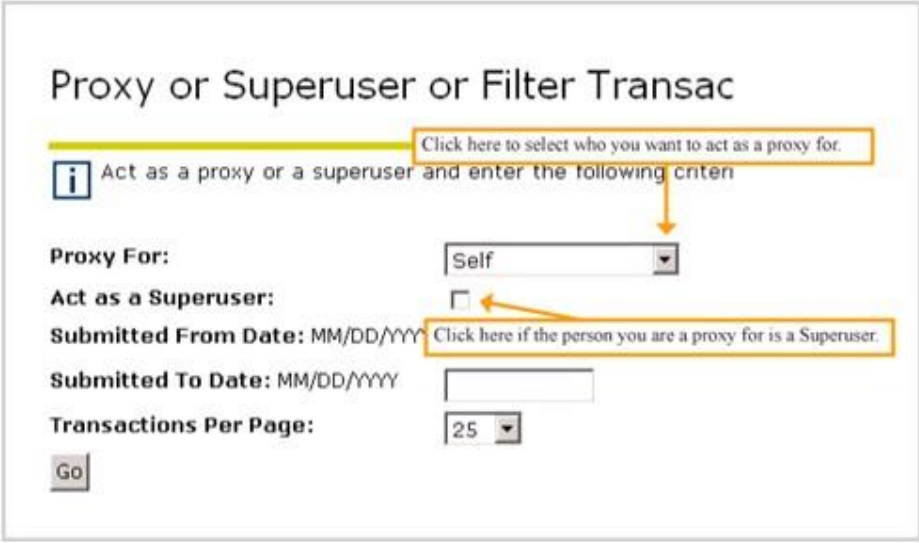
HINT: To remove a person as a proxy, go to the EPAF Proxy Records screen and check the box under remove. Select Save.

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Chapter Nine: Acting as a Proxy

The person who you want to act as a proxy for must first set you up for access as a proxy (see **Setting Up a Proxy**).

1. Log in to **DrexelOne**.
2. Select Employees tab.
3. Under Payroll section, select More BannerWeb Employee Services.
4. Select Electronic Personnel Action Forms.
5. Select Act as a Proxy.
6. From the Proxy For drop down menu, select the name of the person you want to act as a proxy for.
7. Select Superuser if the person you are a proxy for is a Superuser.
8. Select Go.



The screenshot shows a web form titled "Proxy or Superuser or Filter Transac". The form contains the following fields and options:

- An information icon (i) followed by the text: "Act as a proxy or a superuser and enter the following criteria".
- A callout box with the text "Click here to select who you want to act as a proxy for." pointing to the "Proxy For:" dropdown menu.
- The "Proxy For:" dropdown menu is currently set to "Self".
- The "Act as a Superuser:" checkbox is unchecked.
- A callout box with the text "Click here if the person you are a proxy for is a Superuser." pointing to the "Act as a Superuser:" checkbox.
- The "Submitted From Date:" field is labeled "MM/DD/YYYY" and is currently empty.
- The "Submitted To Date:" field is labeled "MM/DD/YYYY" and is currently empty.
- The "Transactions Per Page:" dropdown menu is set to "25".
- A "Go" button is located at the bottom left of the form.