

INSTRUCTIONS

FOR

CREATING

PROXIES

FOR

EPAFs

How to Add a Person as a Proxy for an EPAF in Banner

- 1.) Log onto the PROXY form by typing “NTRPROX” in the “Go To...” box and hit “Enter” OR Access the Proxy form by clicking on the “Human Resources [*HRS]” link.
Click on the “Electronic Approvals [HRSELECAPPR]” link.
Click on the Electronic Approvals Link [HRSELECRULES]
Click on the Electronic Approvals Proxy Rule [NTRPROX]
- 2.) You will notice that your username appears at the top in the “User ID” field. This means that only you can add a proxy for you. No one else can add proxies for you. If you try to type over the username, it will not let you because it is protected against changing.
- 3.) You can either click in the “Level Code” field or hit “Control & Page Down.” Once you do this your list of approval levels will appear.
- 4.) If you have more than one level of approval, you will need to click on the level you want to set one at a time.
- 5.) You will then either click in the first “Proxy ID” field or hit “Control Page Down” again. You will then type in the ID of the person you want as your proxy.
- 6.) Hit “Save.”
- 7.) For multiple approval levels do a rollback at the top of the menu, the picture directly located under edit at the top, located beside the save button.
- 8.) Now repeat steps 3 through 6 until all levels have been completed.
- 9.) Exit the NTRPROX screen.