

EPAF and TIME ENTRY PROXIES

Defining EPAF and Time Entry Proxies

TASK 1: Accessing Electronic Approval Proxy Rule Form [NTRPROX]	
STEP 1: Access NTRPROX	User ID will default and cannot be overwritten
STEP 2: NEXT BLOCK	Default Level Description Block Approval levels listed here default by the system and cannot be altered

TASK 2: Assigning Proxies for EPAF Approval Levels	
STEP 1: CLICK the EPAF Level Code to be proxied.	
STEP 2: NEXT BLOCK	Proxy Block
STEP 3: SELECT a blank record	
STEP 4: TYPE the proxy's User ID or CLICK the flashlight to see a list of users	The proxy's name defaults from their User ID
STEP 5: To add more proxies, repeat STEPS 1-4	Approval levels may have multiple proxies
STEP 6: SAVE	

TASK 3: Assigning Time Entry Proxies	
STEP 1: OPTIONS > OTHER MODULES.	Proxies must be setup before time is extracted.
STEP 2: SELECT a blank record	Proxy Block
STEP 3: TYPE the proxy's User ID or CLICK the flashlight to see a list of users	The proxy's name defaults from their User ID
STEP 4: SELECT Modules = TIME	Proxy Modules Block
STEP 5: To add more proxies, repeat STEPS 1-3	Multiple proxies may be assigned.
STEP 5: SAVE	Changes will be in effect for the next extraction of time. Time extracted prior to the assigning of proxies will not be accessible to the proxy.

Removing EPAF and Time Entry Proxies

TASK 1: Removing Access for Electronic Approval Proxy Rule Form [NTRPROX]	
STEP 1: Access NTRPROX	User ID will default and cannot be overwritten
STEP 2: NEXT BLOCK	Default Level Description Block Approval levels listed here default by the system and cannot be altered
TASK 2: Removing Proxies for EPAF Approval Levels	

STEP 1: CLICK the EPAF Level Code for the proxy being removed.	
STEP 2: NEXT BLOCK	Proxy Block
STEP 3: SELECT a Proxy to be Removed	
STEP 4: Select RECORD/REMOVE	
STEP 5: To remove more proxies, repeat STEPS 1-4	Approval levels may have multiple proxies
STEP 6: SAVE	

TASK 3: Removing Access for Time Entry Proxies	
STEP 1: OPTIONS > OTHER MODULES.	Proxies must be setup before time is extracted.
STEP 2: SELECT Modules TIME	Proxy Modules Block
STEP 3: Select Record/Remove & Save	
STEP 4: Select Proxy ID to Remove; Select Record/Remove and Save	Proxy Block
STEP 5: To remove more proxies, repeat STEPS 1-4	Multiple proxies may be removed.
STEP 5: SAVE	Changes will be in effect for the next extraction of time. Time extracted prior to the assigning of proxies will not be accessible to the proxy.