

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 Level Code to be proxied.	
STEP 2: NEXT BLOCK	Proxy Information 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 > TIME ENTRY PROXY INFORMATION.	Proxies must be setup before time is extracted.
STEP 2: SELECT a blank record	Time Entry Proxy Information 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: 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.