

How to setup an ePAF Proxy





Prospective Students

Current Students

Military Students

Faculty and Staff

Friends and Guests

Alumni

In the Spotlight

FSU Recognized as One of the Best for Veterans

Click on Faculty & Staff



North Carolina and among the best in the country for veterans. The organization comprising Army Times, Navy Times, Air Force Times and Marine Corps Times placed a new

FSU on YouTube



This plugin is vulnerable and should be updated.



Academics

Admissions

Administration

Athletics

Employment

Giving to FSU

News & Events

- Home
- Prospective Students
- Current Students
- Military Students
- Faculty & Staff
- Friends & Guests
- Alumni



Diverse Faculty

In the classroom, we create opportunities for students to interact with those of different social and racial backgrounds. We seek not to homogenize, but to recognize and celebrate the differences that comprise our student body.

Of Interest to Faculty & Staff

Click Banner Log In

- Banner Log In ←
- Banner ID Lookup
- Banner Payroll Project **NEW**
- Banner Instructions
- Banner Trouble shooting
- Banner Bookshelf (Restricted Access)
- Bronco Mobile
- Campus Directory
- Department Listing
- Diversity Council
- Emergency Management
- Emergency Response Plan
- Employment Opportunities
- Employee Newsletter
- Fact Book
- FSU Committee Directory [PDF]

Information Technology Resources

- Administrative/Network Account Request
- Citrix - FSU's Virtual Office
- E-mail Policy [PDF]
- iInside FSU
- ITTS
- ITTS Help Desk
- ITTS Training and Development
- Information Security Policy [PDF]
- Online Service Request (FootPrints)
- Password Management **NEW**
- Phone and Voice Mail Instructions
- Software Downloads
- Software Request
- VPN Portal
- WebMail (Outlook)
- WI-FI Hotspots at FSU

Join the conversation

iInside FSU

User Name:

Fayetteville State University Banner



HELP | E

[Login](#) ←

Click on Login

[Banner Login Instructions](#)

[Check The Status Of Your Refund](#)

[General Financial Aid](#)

[Campus Directory](#)

[Class Schedule](#)

[Course Catalog](#)

[Prospective Students](#)

[Check Your Admission Status](#)

[FERPA - Consent Form](#)

[Annual Notification of Student Rights Regarding Educational Records \(FERPA\)](#)

[FSU Alumni - Look up your new Banner ID](#)

[Tuition Surcharge Policy](#)

RELEASE: 8.2

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Fayetteville State University Banner



Personal Information Alumni and Friends Faculty Services **Employee** Finance

Search

EPAF Proxy Records

Approval Level: ←

Name	Remove	Add
<input type="text" value="Not Selected"/>	<input type="button" value="Remove"/>	<input type="button" value="Add"/>

← Click Save

[Return to EPAF Menu](#)

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Search

Click the drop down and scroll to find the person's name you want to setup as your Proxy. The names are in Alpha order by last name

EPAF Proxy Records

Approval Level:

Name	Remove	Add
<input type="text" value="Not Selected"/>	<input type="button" value="Remove"/>	<input type="button" value="Add"/>

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Personal Information Alumni and Friends Faculty Services **Employee** Finance

Search

EPAF Proxy Records

Approval Level:

Name	Remove	Add
<input type="text" value="Williams, Tonya D. (TDWILLIAMS)"/>		<input checked="" type="checkbox"/>

After selecting the name you want to setup as your Proxy, click in the box that says Add/Remove.

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Approval Level:

Name Remove Add

Once name has been selected and you have checked the Add/Remove box then click the Save button

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Search

EPAF Proxy Records

Approval Level:

Name	Remove	Add
Williams, Tonya D. (TDWILLIAMS)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Not Selected"/>		<input type="checkbox"/>
<input type="button" value="Save"/>		

Once you have saved the desired name it will appear here.

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Search

EPAF Proxy Records

Approval Level:

Name	Remove	Add
<input type="text" value="Williams, Tonya D. (TDWILLIAMS)"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once your selection is complete click on the Employee Tab

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Personal Information

Employee

Search

[Time Sheet for Temporary and Student Employees](#)

[Leave Report EPA and SPA Employees](#)

[Electronic Personnel Action Forms](#)



Click on Electronic Personnel Action Form

[Benefits and Deductions](#)

Health Insurance, Flexible Spending Accounts, Miscellaneous Benefit Deductions

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information, W2 Form.

[Leave Balances](#)

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Personal Information

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Go

Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)



Once your Proxy has been setup
click on ePAF Proxy Records link

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Search

EPAF Proxy Records

Approval Level:

Name	Remove	Add
Williams, Tonya D. (TDWILLIAMS)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Not Selected"/>		
<input type="button" value="Save"/>		

Here you will see your Proxy name. Your setup is complete

[Return to EPAF Menu](#)

Questions

Contact Information

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FSU HUMAN RESOURCES