

# FYI on EPAF Originators Approvers and TimeKeepers

## EPAF ORIGINATOR:

- EPAF Originator
- Can ask for security to be an Approver for Web Time Entry's.
  - You may also put in their leave in Banner Self Serve. As the approver you can open their time sheet and enter any "paid" leave.
    - **You cannot enter leave in PHATIME!!**
- *Do not set up a PROXY that doesn't have the same security! Remember to keep your Proxies current!*

## Web Time Entry Approver:

- WTE Approver
  - You may also put in their leave in Banner Self Serve. As the approver you can open their time sheet and enter any "paid" leave.
    - **You cannot enter leave in PHATIME!!**
- Can ask for security to be an EPAF originator
- *Do not set up a PROXY that doesn't have the same security! If they are a TIME/LEAVE Keeper then please do not set them up as your PROXY. Remember to keep your Proxies current!*

## TIME/LEAVE KEEPER:

- TIMEKEEPER (for student salary and Leave record entry in PHATIME)  
*You cannot be an EPAF Orig or Approve time if you have this security!!*
- *Do not set up a PROXY that doesn't have the same security! If they are an EPAF originator or approve Web Time then please do not set them up as your PROXY. Remember to keep your Proxies current!*

NOTE: ALL 3 areas above require specific security. Contact Payroll for the security you need.