

POLICY INFORMATION REGARDING APPROVAL AUTHORIZATION FOR PERSONNEL ACTIONS

Policy 519 is a new USU policy which defines approval authorizations for EPAFs (electronic personnel action forms) as well as time entry approvals. The policy can be viewed in its entirety at [www.usu.edu/hr/policies/section 500/519.pdf](http://www.usu.edu/hr/policies/section%20500/519.pdf).

Some of the key points of the policy are:

A person assigned as a proxy should have a level of authority close to your own, therefore ensuring sufficient knowledge of how each action fits within the goals of the unit. This person is usually someone like a Business Manager, Assistant Department Head, Assistant Director, Associate Vice President, etc.

A proxy is almost always an exempt (“professional”) employee; non-exempt (“classified”) employees should only be assigned as a proxy in the rare circumstance when no other option is available. Under these limited circumstances, your unit must maintain a separation of duties which will ensure proper internal control.

Administrators are highly discouraged from assigning more than two proxies. Too many proxies can lead to confusion about who should sign EPAFs, or even failing to approve an EPAF before the deadline, because everyone thought someone else had approved it.

Authority may be delegated to a proxy, but the fiduciary responsibility for the actions of the proxy remains with the administrator.

If you have any questions about how to set up or change a proxy, please email Jodi Morgan at jodi.morgan@usu.edu. If you have questions about the new policy, please call BrandE Faupell at X 1812.