

Setting up a Proxy

A Proxy: – 1: the agency, function, or office of a deputy who acts as a substitute for another 2a: authority or power to act for another; 2b person authorized to act for another.

1. Supervisor Proxy – designate another employee/supervisor the ability to take action (approve/deny) on all pending time records and/or time off request.

Only Supervisors and Facilitators have the ability to set up a proxy for employees.

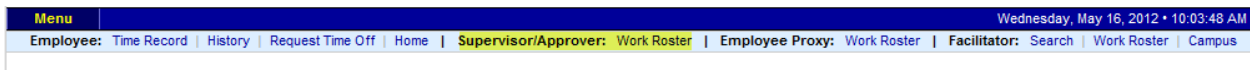
Supervisors and Facilitators are automatic proxies for their employees.

Supervisor Designee Form: Submit a completed and signed form to the payroll office. Once the designee is set up as the proxy in the system an email will be sent to both the supervisor and proxy notifying each of the update.

For the Designee:

To Work on the Supervisor/Approver: Work Roster:

- Click on the corresponding link on the tool bar (highlighted below in yellow).



- The Supervisor Proxy Roster will appear
- If proxy currently has supervisor responsibilities, their work roster will appear at the top of the page.
- The Supervisor/Approver Work Roster will be displayed under the Employee Roster (highlighted below in yellow).
- To begin working on the roster click on the [...] icon (highlighted below in yellow) under the supervisor's name.
- Follow separate Supervisor instructions to begin working on the Work Roster.