

## Using Proxy in Time & Attendance

**Overview:** this job aid describes how a Manager can assign their Time & Attendance duties to another Manager during a period of absence. Note, this function only transfers timesheet related functions and does not include the transfer of UltiPro employee-generated notifications from another Manager's team members.

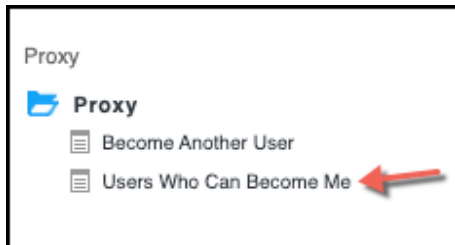
### Proxy Button Location

The proxy button is located in the Time & Attendance screen, to the far right of the navigation bar. Click this button to either *assign proxy access* or *access an assigned proxy role*.

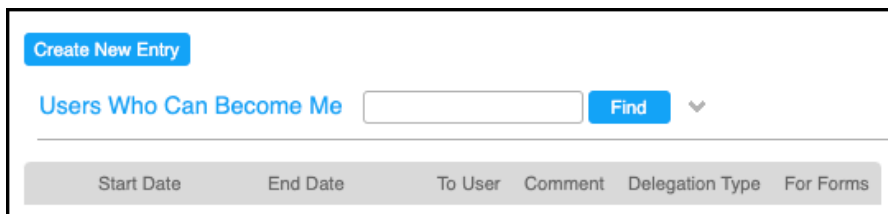


### Assigning Proxy

1. In the proxy window, click Users **Who Can Become Me**.



2. Click **Create New Entry**.





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- In the **Users Who Can Become Me - Details** box:
  - Use the calendar icon to select a **Start Date** and **End Date** for the duration of proxy access.
  - Use the magnifying glass icon to locate the Manager's name who will be assigned proxy access.
  - In the **Delegation Type** dropdown box, select **PROXY**.
  - In the **For Forms** dropdown box, select **ALL**.
  - Click **Save**.

Users Who Can Become Me - Details

Start Date *	End Date *	To User *	Comment	Delegation Type *	For Forms *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PROXY	ALL

- The resulting window confirms the new proxy assignment. Click the blue **Edit** button to adjust and save the start or end dates.

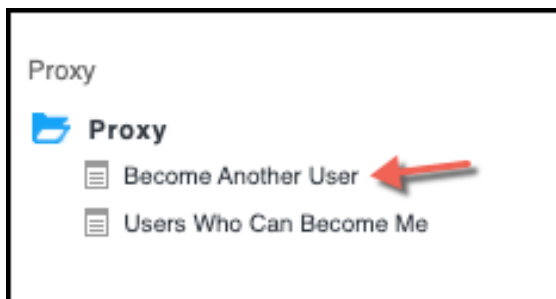
Proxy > Users Who Can Become Me

Users Who Can Become Me

Start Date	End Date	To User	Comment	Delegation Type	For Forms
<a href="#">Edit</a>	11/01/2017 00:00	01/13/3000 00:00	ADMINC	PROXY	ALL

## Accessing Assigned Proxy

- In the proxy window, click Users **Become Another User**.

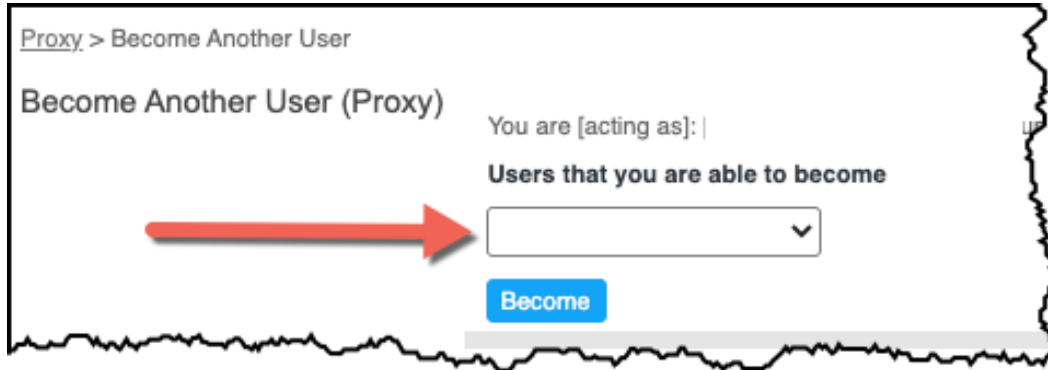




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- The Manager's name who has designated the proxy role will display in the **Users that you are able to become** box. A person may be designated proxy by one or more Managers. Select the appropriate Manager name from the list and click **Become**.



- The Time and Attendance view will immediately change to display that Manager's view. To revert to the original view, click the Manager's name, displayed at the top right of the page.