

## Assigning a Proxy-Timekeeper or Manager – Time and Attendance

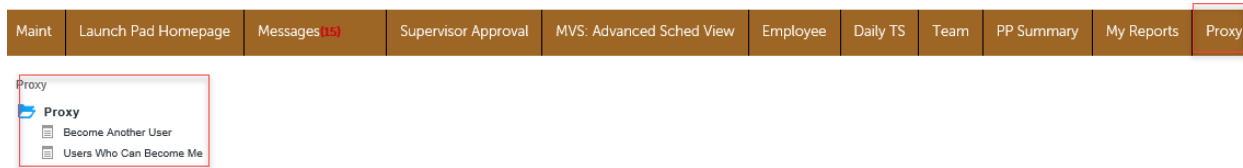
The purpose of this document is to describe how to assign your time and attendance duties to another manager. This is a task completed by a Timekeeper or a Manager.

**Note:** this function transfers only time and attendance duties. Taking on the role of another manager does not include receiving UltiPro email notifications from the other manager's employees. As a result it is advised you access time and attendance regularly to review employee requests.

Click on **Proxy**.

If you have been assigned proxy duties by another manager click on **become another user** to access their Time and Attendance page.

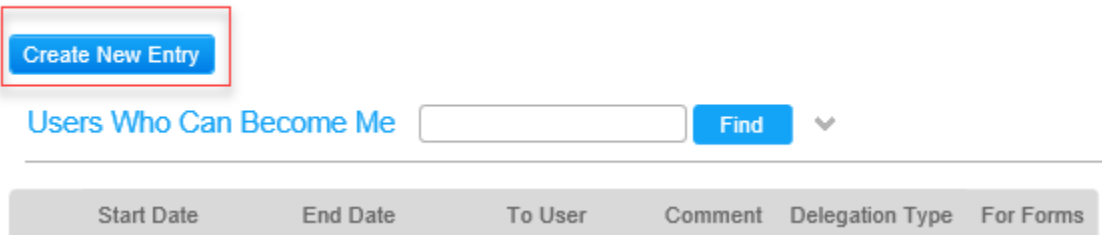
Click on **Users who can become me** to assign your duties to someone else.



### Setting a proxy

1. Click on **Users who can become me**.
2. Click on **Create New Entry**.

[Proxy](#) > [Users Who Can Become Me](#)



3. Enter **Start and end date**, select a **user** from the list.
4. Click **Save**.

[Proxy](#) > [Users Who Can Become Me](#) > [Create New](#)

[Users Who Can Become Me - Details](#)

Start Date *	End Date *	To User *	Comment	Delegation Type *	For Forms *
<input type="text" value="11/01/2017"/>	<input type="text" value="11/13/2017"/>	<input type="text" value="ADMINC"/>	<input type="text"/>	<input type="text" value="PROXY"/>	<input type="text" value="ALL"/>
<input type="button" value="Save"/> <a href="#">Return to form listing</a>					

5. The selection shows as below. Adminc now has the ability to become this user and take on their time and attendance tasks for the dates indicated.

[Proxy](#) > Users Who Can Become Me

[Create New Entry](#)

Users Who Can Become Me

[Find](#)



	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