

Proxy Set up and Management for Student Time Approvers

From 1600grand, Employment/ My Job tab, go to the “Employment Service Information” channel, and select the “Approve Time as Proxy Manager”.

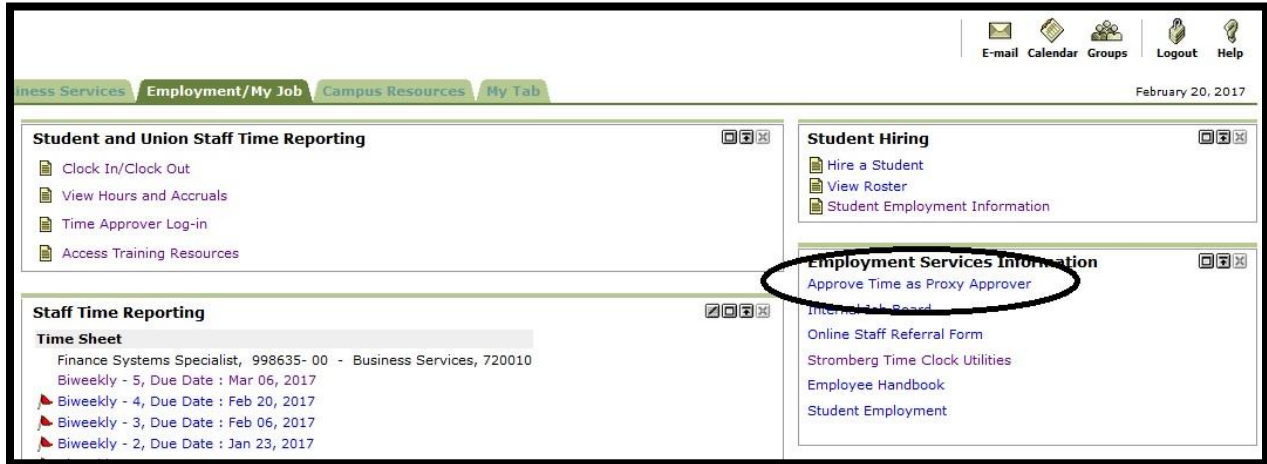


Figure 1 - Approve Time as Proxy Approver

From the Time Reporting Selection screen, choose the “Proxy Set up” at the bottom of the screen.

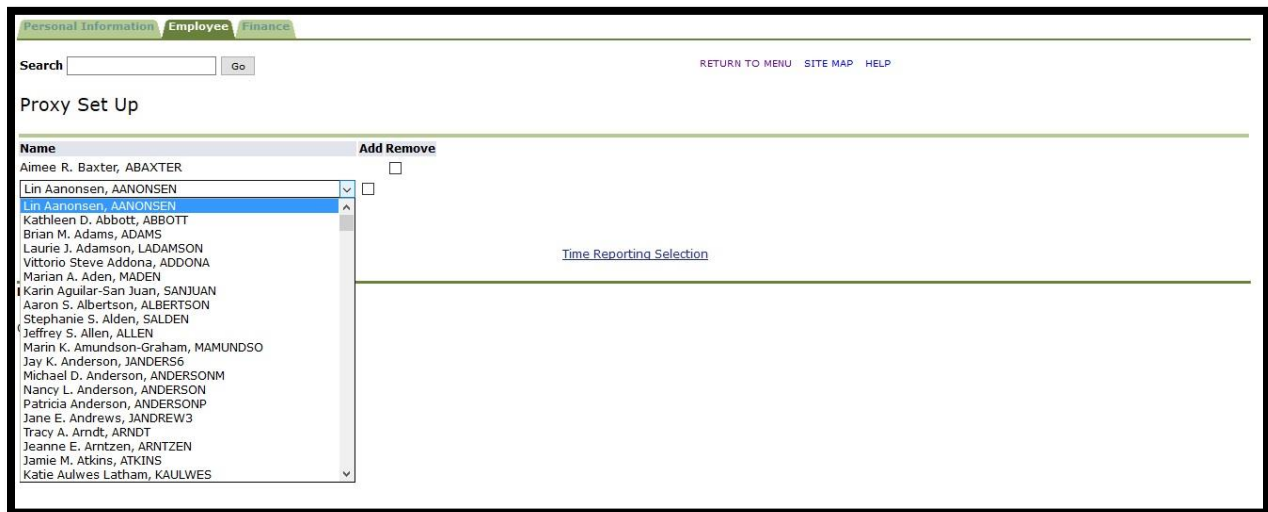


Figure 2 - Proxy Set up

From the Proxy Set Up screen, select the name of the person you would like to choose as your Proxy.

Who should I select to be my PROXY?

- Someone in your department that currently approves time for student employees
- Someone in your department that provides work direction to student employees
- Someone in a related department that currently approves time for student employees
- Your Supervisor



Once you have found the name of your Proxy, check the box next to the “Add” and then “Save”.

Figure 3 - Selecting a Proxy



Figure 4 - Save new Proxy selection

To remove a Proxy, check the box next to the Proxy to be removed, and then “Save”. You may want to remove your Proxy when you as soon as you no longer need their assistance so they do not continue to view/ manage your employees in their views.



Figure 5 - Delete a Proxy selection

If you set someone up as your Proxy:

- You will see your employees

If you are set up as someone's Proxy:

- You will see your employees AND
- You will see the employees for the person who you are set up as a Proxy for

In order to filter to see only your employees or your Proxy's employees, follow these instructions:

To filter student employees go to Hours, then Group Hours. Next, select "This Period" by typing in Period and choosing "This Period" or "Last Period". Next, select "Job Code Filter."

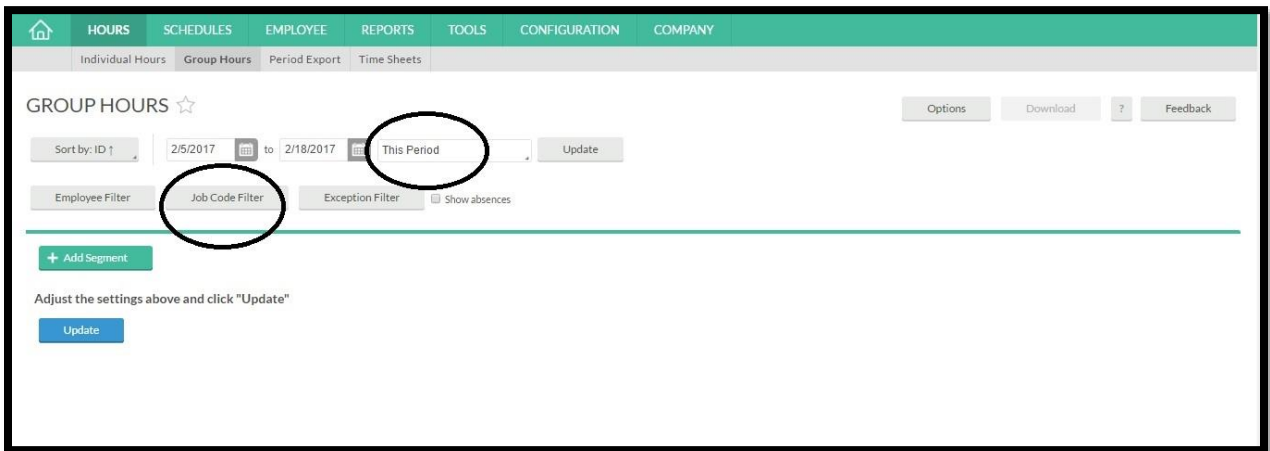


Figure 6 – Selecting Job Code Filter in Group Hours

In the Filter Job Code Screen, in the Search box, enter in the Supervisor's name. You can search by the first name. Then press enter.

Next, the employee's names will appear in a list. To select the the employees to appear on the Group Hours list so you can review and edit, you will need to check the box to the left of their job role. To select ALL jobs that a Supervisor / Manager is responsible for, check the topmost box which will select all employees. Then select "Filter".

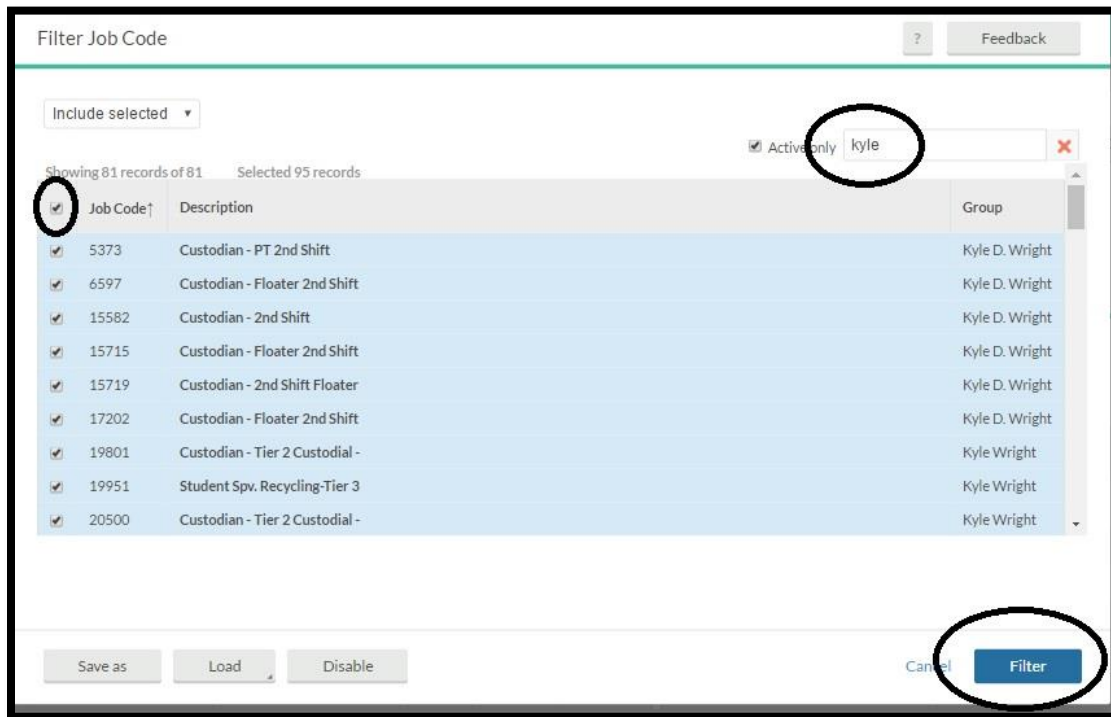


Figure 7 – Filter Job Code

Next, the job names will appear in a list. To select the jobs (and then the employees associated with these) to appear on the Group Hours list so you can review and edit, you will need to check the box to the left of their job role. To select ALL jobs that a Supervisor / Manager is responsible for, check the topmost box which will select all employees. Then select "Filter".

NOTE: It is HIGHLY recommended that you DO NOT "Save as" a Job Code Filter. When new employees are added or if you are made a Proxy approver jobs will be added to this list. Therefore, the safest way

to be certain you are time approving all jobs/ employees is to filter / search on your name each time.

GROUP HOURS ☆ Options Download ? Feedback

Sort by: ID ↑ to

Employee Filter Job Code Filter Exception Filter Show absences

[Expand all](#) [Collapse all](#)

Showing 13 records of 13 Selected 0 records Unapproved Break

	Notes	Time In	Time Out	Hours	Day Total	Week Total	Job Code	Cost Code	Rate
- 1052936 - Susan J. Stalter									
<input type="checkbox"/>		Mon 2/13/2017 08:00 PM	Mon 2/13/2017 11:00 PM	3:00	3:00	3:00*	29372 - Security Dispatcher - Tier II		0.00
- 1057404 - Juao-Guilherme S. Rosa									
<input type="checkbox"/>		Tue 2/14/2017 05:00 PM	Tue 2/14/2017 08:00 PM	3:00	3:00	3:00*	34299 - Security Dispatcher - Tier II		0.00

Figure 8 – Group Hours with Employee names