

Student eTime Supervisor Proxy Access



Web

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Introduction

Student eTime Supervisor Proxy Access allows a supervisor to grant another employee access to approve their employees' time worked. This process would be used when the supervisor is out of the office and not available to approve the time worked by the student employees' they supervise.

The Grant/View Proxy Access page displays the proxy access records that the Student Payroll Supervisor has granted to other employees first and then displays the proxy access that the employee has received from other Student Payroll Supervisors. If the person is an employee who has been granted proxy access but has never been a Student Payroll Supervisor, they wouldn't see the Proxy Access Granted To section.

NOTE: The system will not allow an employee's proxy access to have overlapping dates for a supervisor. There can be overlapping dates for a supervisor for different people but not the same person. Also, the employee can have overlapping dates for proxy access as long as they are for different supervisors.

NOTE: The Student Payroll Supervisor could grant an employee indefinite proxy access so that another employee could always approve their student employees' time worked. This would be done by the Supervisor setting the proxy access's end date to 12/31/9999.

Do This First!

Security

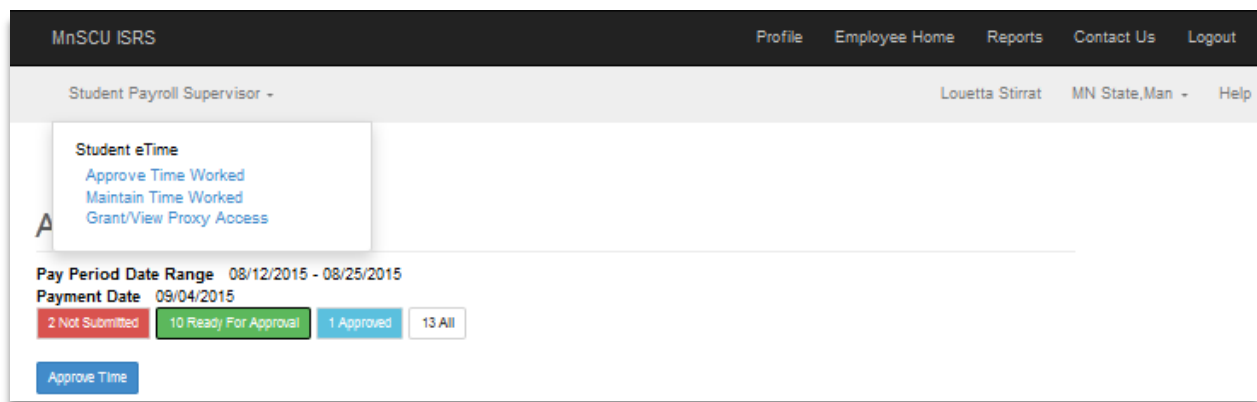
Supervisors assigned on a work authorization will see the Grant/View Proxy Access menu item.

How to Access Grant/View Proxy Access

Log into Employee Home

Select Student Payroll Supervisor

From the Approve Time Worked page, use the Student Payroll Supervisor drop-down menu to select Grant/View Proxy Access



Grant/View Proxy Process Example

The page would be blank when first landing on it unless there are current or future proxy records. Past proxy records won't display unless expanded to see history.

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Student Payroll Supervisor - Louetta Stirrat MN State, Man - Help

Grant/View Proxy Access

Proxy Access Granted To

[Grant Proxy Access](#)

Name	Tech ID	Begin Date	End Date

Proxy Access Received By

Name	Tech ID	Begin Date	End Date

A Student Employee Supervisor will be able to setup proxy access for another employee to approve the time worked for the student employee they supervise.

Proxy Access Granted To Steps –

Select the [Grant Proxy Access] button

Enter the Employee's Tech ID if it is known

Grant Proxy Access

* Employee's Tech ID Carmel Catalano

[Find Employee](#)

* Begin Date

* End Date

[Save](#)

Or effective October 15, 2015 there is the option to select [Find Employee](#) to search for an employee by name

Find Employee

Form for finding an employee. It includes three input fields: Last Name (placeholder: Last Name), First Name (placeholder: First Name), and Tech ID (placeholder: Ex: 00001013). Below the fields are three buttons: Search, Clear, and Close.

Enter at least 1 character in the Last Name field for a search. A portion of Last Name or Tech ID must be populated to do a search.

Additional characters can be entered to limit the search results. A wild card is assumed at the end of the Last and First Name.

Form for finding an employee with search criteria entered. Last Name: Ca, First Name: C, Tech ID: Ex: 00001013. Buttons: Search, Clear, Close.

[Search]

Results will display in ascending order alphabetically by Last Name. The sort order can be changed to descending order by selecting the arrows next to the Last Name or First Name.

Last Name ↑	First Name ↓↑	Middle Initial	Tech ID	Title	Supervisor	Department
Capone	Coretta	F	00721576	HVAC Technician	Domenica Levensailor	214011 Utility Plant
Cark	Christy	F	00013885	HRIS Manager	Alona Hues	216005 Human Resources
Casaceli	Cathrine	F	00001063	Secretary	Sharyn Villar	210103 Accounting & Business Law
Caserta	Cleo		00002843	GMW	Erasmio Teafatiller	214005 Building Services
Casis	Corrinne	F	00934736	Service Desk Consultant	Julio Benic	211054 NAI - ITS Tech Fee-Customer Svc Staffing
Catalano	Carmel	F	10115662	Office Manager	Lesia Selvig	210421 NAI - Center for Transportation Research

Select the correct employee by clicking on the last name of the employee's record.

Enter the Begin and End Date for the time period they should have access to approve the student employees' time worked records for the Student Payroll Supervisor

Grant Proxy Access

* Employee's Tech ID Carmel Catalano
[Find Employee](#)

* Begin Date

* End Date

[Save]

A message is given that the proxy record was added successfully

Grant/View Proxy Access

Proxy record was added successfully. x

Proxy Access Granted To

▼Expand - See All History

Name	Tech ID	Begin Date	End Date
Catalano, Carmel	10115662	10/12/2015	11/30/2015

Proxy Access Received By

The employee can view which supervisors has given them proxy access to approve the time worked for the student employees they supervise.

In the example below the Supervisor Louetta Stirrat has received proxy access rights from Ngoc Firle 12/01/2015 - 12/31/2015.

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Student Payroll Supervisor Louetta Stirrat MN State, Man Help

Grant/View Proxy Access

Proxy Access Granted To

[Grant Proxy Access](#) ▼Expand - See All History

Name	Tech ID	Begin Date	End Date
Catalano, Carmel	10115662	10/12/2015	11/30/2015

Proxy Access Received By

Name	Tech ID	Begin Date	End Date
Ngoc Firlie	00002564	12/01/2015	12/31/2015

Modify Proxy Access

NOTE: Modifications can be made to proxy records. Deleting will only be allowed if the proxy person has NOT approved any time worked. If they have approved time worked, then deleting wouldn't be allowed but modifications would be.

Select the name of the employee of the record that needs to be modified

Grant/View Proxy Access



Proxy Access Granted To

[Grant Proxy Access](#)

Name	Tech ID	Begin Date	End Date
Catalano, Carmel	10115662	08/25/2015	09/08/2015

This brings you to the Modify Proxy Access page

Modify Proxy Access

Name	Catalano, Carmel	10115662
* Begin Date	<input type="text" value="08/25/2015"/>	
* End Date	<input type="text" value="09/08/2015"/>	

Either make a change to the Begin Date and/or End Date and select [Save] or select [Delete] to remove the record

Additional Documentation

Need Help?

If you need additional assistance, please contact the MnSCU Help Desk:

<https://itsmnsu.custhelp.com> or call 877-GO-MNSCU (877-466-6728), Monday through Friday, 7:00 AM to 5:00 PM.

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