Student eTime Supervisor Proxy Access

Web

Contents

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.
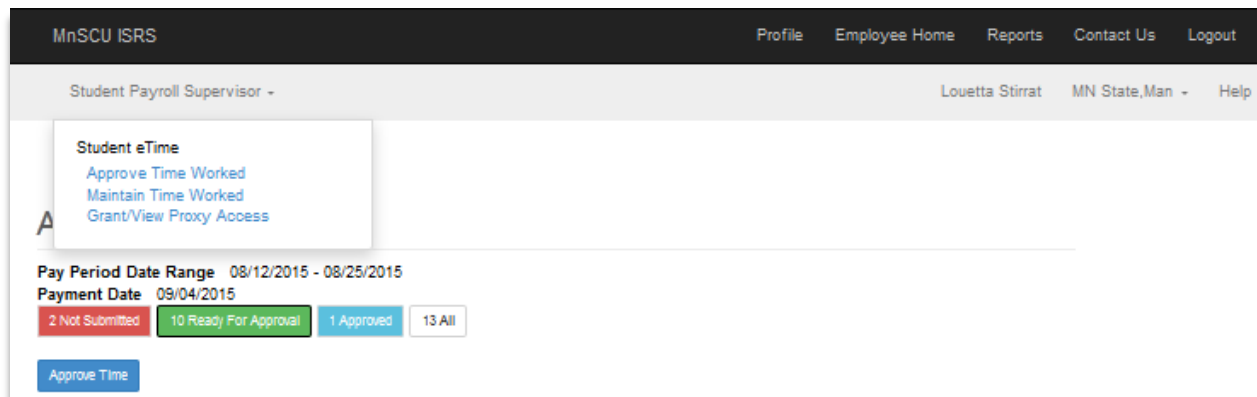
Do This First!

Security

Supervisors assigned on a work authorization or employees whom have proxy access should see this 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.
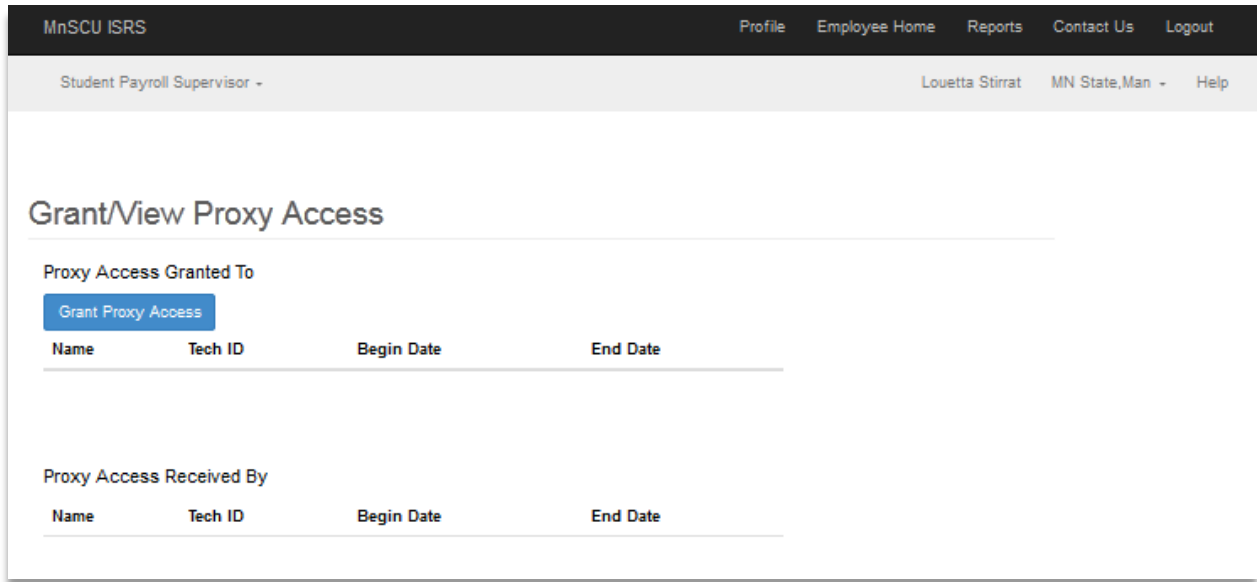
Proxy Access Granted To –

Student Employee Supervisor will be able to setup proxy access for another employee to approve the time worked for the student employee they supervise. At this time, the Supervisor must know the employee's Tech ID.

Select the Grant Proxy Access button

Enter the Employee's Tech ID and 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

[Save]

A message is given that the proxy record was added successfully

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.

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

This brings you to the Modify Proxy Access page

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

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