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 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

MnSCU ISRS	Profile	Employee Home	Reports	Contact Us	Logout
Student Payroll Supervisor -		Lou	etta Stirrat	MN State,Man	- Help
Student eTime Approve Time Worked Maintain Time Worked Grant/View Proxy Access Pay Period Date Range 08/12/2015 - 08/25/2015 Payment Date 09/04/2015 2 Not Submitted 10 Ready For Approval 1 Approved 13 All					

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.

MnSCU ISRS	i			Profile	Employee Home	Reports	Contact Us	Logout
Student Pay	roll Supervisor +				Loue	etta Stirrat	MN State,Mar	n + Help
Grant/Vi	ew Proxy A	ccess						
Proxy Acces	ss Granted To							
Grant Proxy Name	Access Tech ID	Begin Date	End Date					
Provi A coos	a Deceived By							
Name	Tech ID	Begin Date	End Date					

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

Grant Proxy Acces	S
* Employee's Tech ID	
* Begin Date	08/25/2015
* End Date	mm/dd/yyyyy
	Save Clear Close

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

Grant Proxy Acces	S
★ Employee's Tech ID	10115662 Carmel Catalano
✤ Begin Date	08/25/2015 🗰
★ End Date	09/08/2015 🛗
	Save Clear Close

[Save]

A message is given that the proxy record was added successfully

Grant/View Pro	oxy Access			
Proxy record was add	ed successfully.			×
Proxy Access Granted	То			
Grant Proxy Access				
Name	Tech ID	Begin Date	End Date	
Catalano, Carmel	10115662	08/25/2015	09/08/2015	

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.

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 Prox	ky Access			
Proxy Access Granted To Grant Proxy Access	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 Acces	S
Name	Catalano, Carmel 10115662
∗ Begin Date	08/25/2015
* End Date	09/08/2015 🗰
	Save Delete Close

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

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