

## PTR Guide for Proxy

Please note: Impersonator references are in the process of being updated to reflect "Proxy."

The screenshot shows the PTR Home Screen. On the left is a navigation menu with the following items: SELF, PERSONNEL, MSO MANAGEMENT, PAYROLL REPORTS, HUMAN RESOURCES, Proxy (highlighted with a blue bar), ADMINISTRATION, and HELP CENTRAL. A callout box points to the 'Proxy' tab with the text: "From the Home Screen: Upon being set up as a Proxy you will see a tab labeled 'Proxy'. When you click on that tab you will see the option to Proxy." The main content area includes sections for Reminders (listing timesheet reminders), News and Announcements (with links to the tutorial section and furlough reporting), and Upcoming Holidays (listing a holiday on Monday, September 06, 2010).

The screenshot shows the 'Proxy' setup screen. It includes a header 'Proxy' and a message: "The following employees have been assigned to you. Please select a name from the list to begin Proxy." Below this is a dropdown menu showing 'ABBOUD, SARAH S'. A text field is labeled "Please provide a reason for your Proxy." At the bottom are two buttons: 'Begin' and 'Proxy'. A callout box points to the reason text field with the text: "Enter in the reason for proxying. An example might be 'Supervisor is unavailable to review timesheets.' This information provides an audit trail. Once you have entered the reason click the button 'Begin Proxy'."

UCMERCED  
UCWEBCED

Menu Help?

SELF  
SUPERVISOR  
Proxy  
Proxy  
HELP CENTRAL

Welcome, Proxy Name (proxy for Supervisor Name)

Proxy Name, you are currently proxying for Supervisor Name

Stop Proxying

Once you are logged in as Proxy you should see the information indicating you are currently acting as Proxy. You can now access the Supervisor tab.

SUPERVISOR

- Review Timesheets
- Manage Schedules
- Emp. You Review
- Timesheet Adjustments
- Timesheet Report
- Track Tasks

*If you are new Supervisor, please review the online PTR tutorial regarding the role of the [Supervisor](#) in the Web PTR.*

- SELF
- SUPERVISOR
- Proxy**
- Proxy
- HELP CENTRAL

[Proxy Name](#), you are currently proxying for [Supervisor Name](#)

Stop Proxying

Once you have completed your activities. Click on the **"Proxy Tab"** and click the button "Stop Proxying". This will return you to your own personal PTR home page.