PTR Guide for Proxy

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

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.

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."
If you are new Supervisor, please review the online PTR tutorial regarding the role of the Supervisor in the Web PTR.
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.