

Click on Manage Delegates (Proxies)

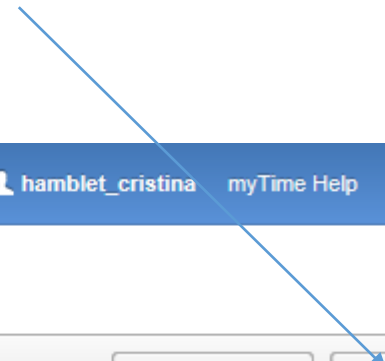
Home

Welcome to myTime Cristina!

Select Employment Type

[Student Worker](#) [Temporary Employment](#)

Click on "Create" to add a Delegate (Proxy)



Home Proxy

List of My Delegates Back to Home Create

no data found

After you click “Create”, this screen will open. This is where you will choose the security settings for your proxy.

Proxy Info

Cancel and Back Create

Proxy User - Select Proxy -

Role - Select Proxy Role -

Proxy for Employee Group - Select Employee Group -

Proxy for Work Location - Select Work Location -

Work Unit - Select Work Unit -

Proxy Start Date 03/03/2016

Proxy End Date

Here are the choices you will need to work through when setting up your proxy.

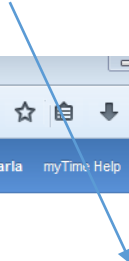
Click on the arrow and select the name of the person you would like to make a proxy.

Proxy Info

Proxy User	<input type="text" value="SPALDING , CARLA"/>	▼	
Role	<input type="text" value="Proxy with Enter, Submit and Approval Time Entry Privilege"/>		▼
Proxy for Employee Group	<input type="text" value="- Select Employee Group -"/>	▼	Options include; Student Worker, Temp Bi-Monthly, or Temp Monthly
Proxy for Work Location	<input type="text" value="- Select Work Location -"/>	▼	Options include; All Work Locations, or you may select individual Work Locations
Work Unit	<input type="text" value="- Select Work Unit -"/>	▼	Options include; All Work Units, or you may select individual Work Units
Proxy Start Date	<input type="text" value="03/01/2016"/>		Select the start and end date for proxy authorization.
Proxy End Date	<input type="text"/>		

Options include;
Proxy with Enter Time Entry Privilege
Proxy with Enter and Submit Time Entry Privilege
Proxy with Enter, Submit and Approval Time Entry Privilege

This is an example of what a completed screen might look like. The next step would be to click “Create”.



Proxy

https://isiscc.smc.edu/pls/smcweb/f?p=288:5:5599728009463::NO:5:P5_PRX_SUPERVISOR_ID:9036&cs=32AF8DE83E552182EF65F2D59912D60BF

Google

myTime -- LIVE --

spalding_carla myTime Help Logout

Home Proxy Proxy Edit

Proxy Info Cancel and Back Create

Proxy User SPALDING , CARLA

Role Proxy with Enter, Submit and Approval Time Entry Privilege

Proxy for Employee Group Temp Monthly

Proxy for Work Location - All Work Location -

Work Unit - All Work Unit -

Proxy Start Date 09/02/2016

Proxy End Date 06/30/2017

Set Screen Reader Mode On
release 1.0

After you click “Create”, this screen will appear. You can now see the person you set up and you have the option to make edits from here if necessary by clicking the “pencil”.

The screenshot shows a web browser window with the URL [https://isiscc.smc.edu/pls/smcweb/f?p=288:4:5599728009463:::~&success_msg=Action Processed%2FDDEE926C993B9DDEA7F67588578338F66%2F](https://isiscc.smc.edu/pls/smcweb/f?p=288:4:5599728009463:::~&success_msg=Action+Processed%2FDDEE926C993B9DDEA7F67588578338F66%2F). The page title is "myTime -- LIVE --". The user is logged in as "spalding_carla". There are navigation buttons for "Home" and "Proxy". The main content area is titled "List of My Delegates" and contains a table with the following data:

Edit	Proxy Employee Name	Proxy Role	Proxy for Employee Group	Proxy for Work Location	Work Loc Unit Desc	Proxy Start Date	Proxy End Date
	SPALDING,CARLA(31730)	PROXY-APPROVAL	Temporary Monthly	0 - All	0 - All	09/02/2016	06/30/2017

There are "Back to Home" and "Create" buttons in the top right corner of the table area. A blue arrow points from the text above to the pencil icon in the "Edit" column of the table.

Here you can make any necessary adjustments to the original set up and click on “Apply Changes”



Proxy

https://isiscc.smc.edu/pls/smcweb/f?p=288:5:12904809027516::NO:5:P5_ROWID:AABk43AALAAADw%2FAAh&cs=342588CCF96DC0520128D425188042763

myTime -- LIVE --

spalding_carla myTime Help Logout

Home Proxy Proxy Edit

Proxy Info

Cancel and Back Apply Changes

Proxy User SPALDING , CARLA

Role Proxy with Enter, Submit and Approval Time Entry Privilege

Proxy for Employee Group Temp Monthly

Proxy for Work Location - All Work Location -

Work Unit - All Work Unit -

Proxy Start Date 09/02/2016

Proxy End Date 06/30/2017