

Absence Management Self Service (AMSS): Alternate or Proxy User

The proxy and alternate functionality allows for entry and approval of other manager's employees when the primary manager is unable to enter/approve absences.

A **proxy** is a "temporary" approver who is designated for a fixed period of time.

An **alternate** is a permanent approver has no expiration date and will remain the "backup" until removed as the alternate.

Security:

Security must be requested and approved directly through Payroll Services. Please contact Jennifer Hiatt in the payroll office for more information at 756-5862 or jhiatt@calpoly.edu.

How does it work?

When a manager is listed as an alternate or proxy for another manager, they will see that manager's employees in their list in addition to their own.

What pages can be used in AMSS as an alternate/proxy?

1. Approve Time and Absences
2. Manager Absence Entry
3. Manager Balance Inquiry

Example:

List of Carrie Bradshaw's employees for the Manager Absence Approval page:

Approve Reported Absences

Carrie Bradshaw
[Click for Instructions](#)

Select	EmpID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	Full/Part Time	
<input type="checkbox"/>	AM9000090	0	Appr	Berger,Jack	Active	3036	Operations & Engineering	6699	Air Cond/Refrig Mechanic	Full-Time	
<input type="checkbox"/>	AM9000091	0	Appr	Big,John	Active	3036	Operations & Engineering	3312	Administrator II	Full-Time	
<input type="checkbox"/>	AM9000087	0	Appr	Blatch,Standford	Active	3036	Operations & Engineering	6703	Operating Engineer	Full-Time	
<input type="checkbox"/>	AM9000086	0	Appr	Brady,Steve	Active	3036	Operations & Engineering	6533	Electrician	Full-Time	
<input type="checkbox"/>	AM9000088	0	Appr	Goldenblatt,Harry	Active	3036	Operations & Engineering	1038	Admin Analyst/Spclst 12 Mo	Full-Time	
<input type="checkbox"/>	AM9000085	0	Appr	Jerrold,Smith	Active	3036	Operations & Engineering	6532	Lead Electrician	Full-Time	
<input type="checkbox"/>	AM9000089	0	Appr	MacDougal,Trey	Active	3036	Operations & Engineering	6587	Supervising Metal Worker	Full-Time	

Absence Management Self Service (AMSS): Alternate or Proxy User

List of Richard Webber’s employees for the Manager Absence Approval page:

Approve Reported Absences

Richard Webber
[Click for Instructions](#)

Select	EmplID	Empl Recd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	Full/Part Time
<input type="checkbox"/>	AM9000028	0	Appr	Bailey,Miranda	Active	2040	Student Health Center	1031	Admin Support Assistant 11/12	Full-Time
<input type="checkbox"/>	AM9000028	1	Appr	Bailey,Miranda	Active	2040	Student Health Center	5210	Health Services Assistant	Full-Time
<input type="checkbox"/>	AM9000022	0	Appr	Cuddy,Lisa	Active	2040	Student Health Center	7996	Radiologic Technologist II	Full-Time
<input type="checkbox"/>	AM9000023	0	Appr	Gray,Meredith	Active	2040	Student Health Center	7737	Physician	Full-Time
<input type="checkbox"/>	AM9000020	0	Appr	House,Gregory	Active	2040	Student Health Center	7737	Physician	Full-Time
<input type="checkbox"/>	AM9000026	0	Appr	Shepherd,Derek	Active	2040	Student Health Center	8151	Registered Nurse I	Full-Time
<input type="checkbox"/>	AM9000025	0	Appr	Sloan,Mark	Leave	2040	Student Health Center	7992	Pharmacist I	Full-Time
<input type="checkbox"/>	AM9000027	0	Appr	Stevens,Izze	Active	2040	Student Health Center	5210	Health Services Assistant	Full-Time
<input type="checkbox"/>	AM9000021	0	Appr	Wilson,James	Active	2040	Student Health Center	7737	Physician	Full-Time
<input type="checkbox"/>	AM9000024	0	Appr	Yang,Cristina	Active	2040	Student Health Center	7737	Physician	Full-Time

Select All Deselect All Continue

- Add ‘Richard Webber’ as a Proxy for ‘Carrie Bradshaw’

When [Richard Webber](#) accesses the **Approve Reported Absences** page he has access to his employees and [Carrie Bradshaw’s](#) employees (based in “reports to” relationship).

If you have any questions, please call Payroll Services at 756-2605.