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?

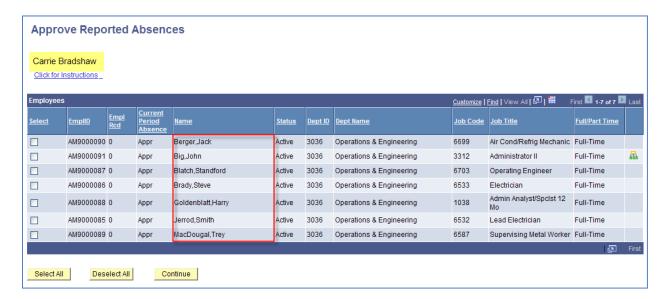
When a manager is listed as an alternate or proxy for another manager, they will see that manager's employees in their list in addition to their own.

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

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

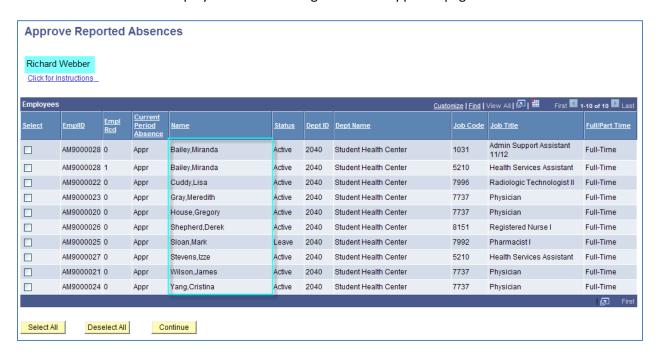
Example:

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



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



Add 'Richard Webber' as a Proxy for 'Carrie Bradshaw'

When Richard Webber accesses the *Approve Reported Absences* page he has <u>access to his employees</u> and <u>Carrie Bradshaw's</u> employees (based in "reports to" relationship).

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