

# Dashboard – Proxy Super User

## General Overview

Detailed screens follow

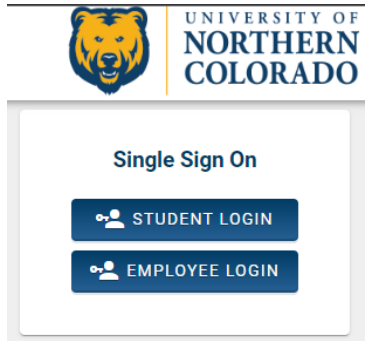
**PURPOSE:** Setting up a proxy is highly recommended for all Web Time Entry Approvers. Whenever you are out of the office and Time needs to be approved, your Proxy can do that for you.

1. Login to Ursa at [ursa.unco.edu](http://ursa.unco.edu)
  - a. Click on the Employee Tab, then click on the Employee Dashboard link under the Employee Information section, then the Approve Time button under the My Activities section
2. Click on Proxy Super User from the top right-hand corner of the screen
3. Click on the “Add a new proxy” button towards the bottom left-hand side of the page
4. Click on the drop-down box and either scroll down and select the name of the person you want to approve your time for you or you can type their name in the search box. As soon as you select their name or press the enter key, they will be added, and a message will pop up in the top-right corner saying that your changes were “Saved Successfully”
5. *Proxy set up is complete. If you do not see their name in the drop-down box – additional security is needed. Please call Payroll at 351-2700*

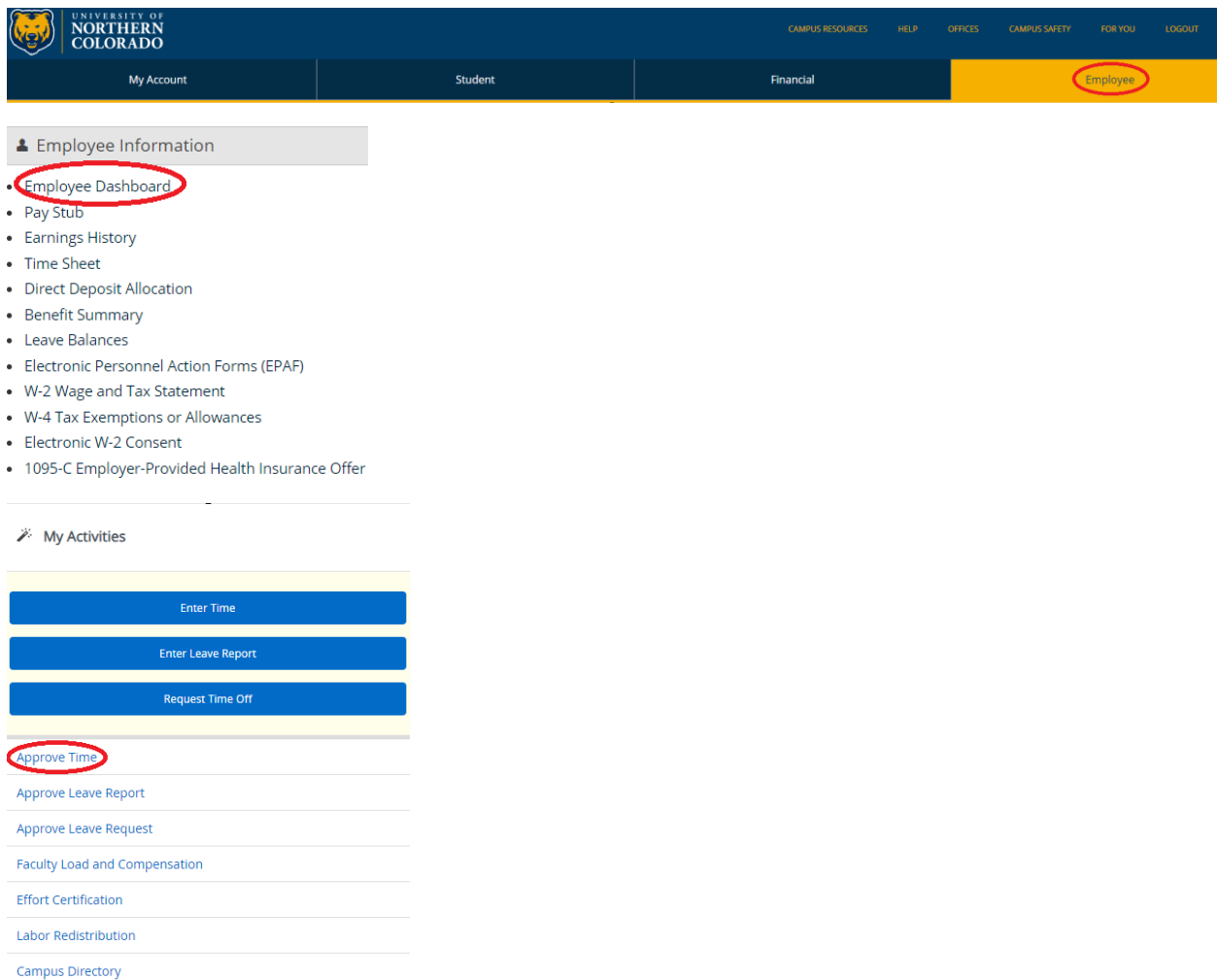
### **To remove a proxy:**

1. Select the box next to their name and select the “Delete proxies” button that is on the same line as the “Add a new proxy” button
2. You need to remember to Remove Proxies as they leave your area or are no longer your proxy. This is not maintained by Payroll

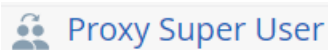
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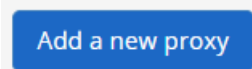
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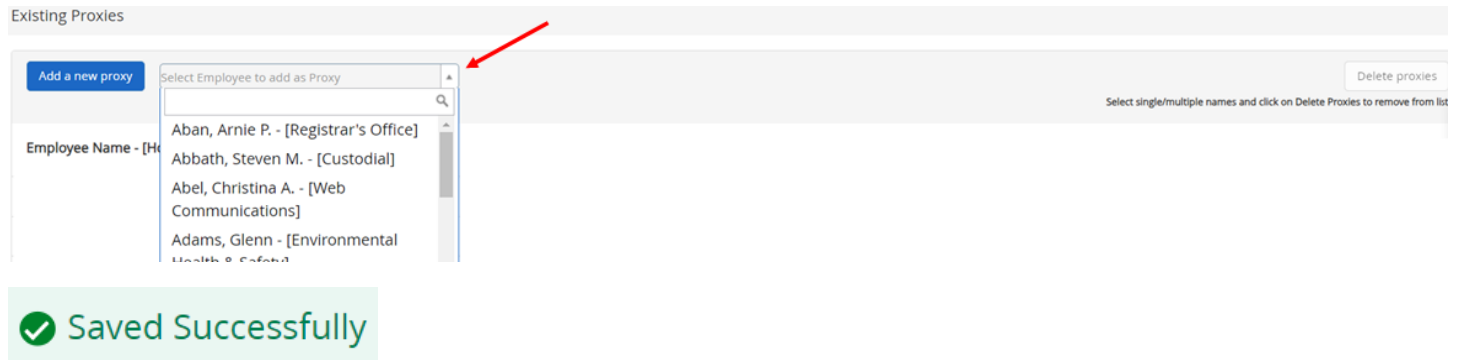
2. Click on Proxy Super User from the top right-hand corner of the screen



3. Click on the "Add a new proxy" button towards the bottom left-hand side of the page



- Click on the drop-down box and either scroll down and select the name of the person you want to approve your time for you or you can type their name in the search box. As soon as you select their name or press the enter key, they will be added, and a message will pop up in the top-right corner saying that your changes were “Saved Successfully”



Existing Proxies

Add a new proxy

Select Employee to add as Proxy

Aban, Arnie P. - [Registrar's Office]  
Abbath, Steven M. - [Custodial]  
Abel, Christina A. - [Web Communications]  
Adams, Glenn - [Environmental Health & Safety]

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

✓ Saved Successfully

- Proxy set up is complete. *If you do not see their name in the drop-down box – additional security is needed. Please call Payroll at 351-2700*

#### To remove a proxy:

- Select the box next to their name and select the “Delete proxies” button that is on the same line as the “Add a new proxy” button
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Employee Name - [Home Organization]

✓ Proxy #1 - [Registrar's Office]

□ Proxy #2 - [IT Support Services]