

NTRPROX

Electronic Approval Proxy Rules

Go to **NTRPROX** – your A# will appear in the User ID box.

Click **GO**

Electronic Approval Proxy Rules NTRPROX 9.3.9 (ZDEVL) ADD RETRIEVE RELATED TOOLS

User ID: A00015817 Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

The Electronic Approval tab is used to enter your proxy to approve EPAF's on your behalf.

Department Head/Director approval levels - HHOME and HHIRE

Dean/VP approval levels - DHOME and DHIRE

Click in the box under Level Code. If a level code does not exist, you will need to type the code in (ie. HHOME, etc, see above).

SAVE

Next, click in the box under the Proxy ID field. Type in the proxy user ID who can approve for you.

SAVE

Electronic Approval

User ID: A00015817 Start Over

DEFAULT LEVEL DESCRIPTION

Level Code	Description	Approval Level
HHIRE	Hiring Department Head/Dir	10
HHOME	Home Department Head/Dir	20


PROXY

Proxy ID *	Name	Admin ID
A00016702	Jodi L. Morgan	

Enter any additional level codes by repeating the above steps.

SAVE

Remove a Proxy

To remove a proxy user ID, click on the level you wish to remove the proxy from. Select the proxy user ID and click on the Delete  button to the far right of the Proxy box.

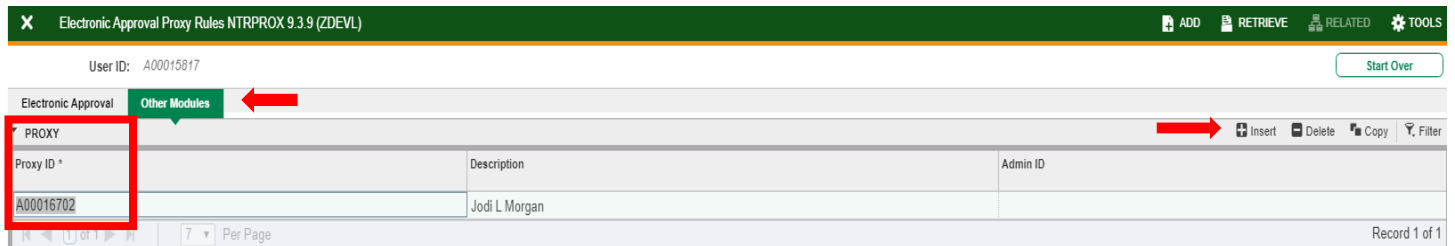
SAVE

Repeat for each level code.

The **Other Module** tab is used to set up proxies for Time/Leave approvers in PHADSUM and to setup a proxy for assistance with entering Time/Leave in PHATIME.

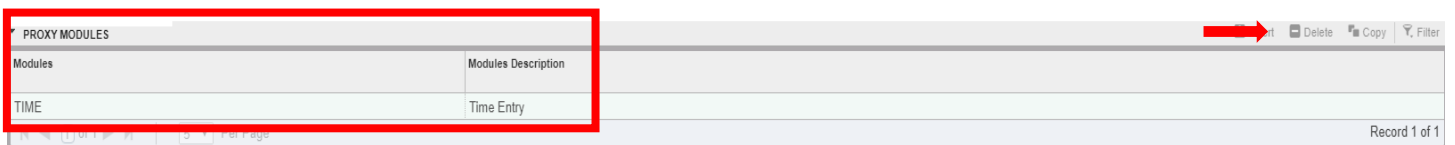
Enter the proxy user ID in the box below Proxy ID.

SAVE



Enter **TIME** in the Proxy modules box.

SAVE



Add another Proxy

To the far right of the Proxy box click on Insert.

On the new blank box enter in the proxy user ID.

Enter TIME in the Proxy modules box.

SAVE

Remove a Proxy

Click on the proxy user ID under the Proxy box.

Click on the work Time under the Modules box and then click Delete.

SAVE

Click on the proxy user ID and click Delete.

SAVE

Repeat for each proxy