



HRIS Job Role Training

ETE Proxy Maintenance
Forms: ZS01

Table of Contents

Introduction	3
Proxy by Department.....	4
Proxy by Process Level	5
Proxy by Agency.....	6
Proxy by User Level.....	7

Introduction

HRIS has the ability to track and maintain the proxy settings for those users that are participating in Employee Time Entry (ETE). This information will then filter down to the proxy level settings within YES for the users that are designated as proxies. Each agency will have the ability to update and maintain the information on this form and are responsible for providing correct proxy access. The form to update ETE Proxies is Form (ZS01.1).

On this form each agency will define the proxies by the following

- Agency
- Process Level
- Process Level and Department
- User Level

The job role for this form is unique as it grants security access for users who are participating in ETE. A proxy can only have access to one level at a time, the form will gray out all other options except for the current option enrolled in. To enroll a proxy in a different level (example from Agency to Process Level), the Agency proxy settings must be deleted first before the Process Level proxy can be added.

Proxy by Department

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	Proxy ID Field	R	Type the Employee's EIN.		You must enter the correct EIN. All forms/actions must contain a EIN to display the results.
3	Inquire Button	R	Click Inquire	Employee's Name will display. You should get message "Inquiry Complete" in the lower left corner.	If no data displays the employee is not currently setup as a proxy. The system will default any existing information for the Employee.
4	Department Tab	O	Select this tab to set up the proxy to have proxy access at the Department level.		
5	F/C Field	O	Type or select " A " for Add Type or select " D " for Delete	Value will display in field	If a proxy setting must be deleted select "D" . Valid Values are: A = Add, D = Delete
6	Process level and Department Field	O	Type or click on  to display the list of Process level codes and department descriptions.	Process level code and department codes descriptions will display in this field.	Important: You will have to select a process level to add a department code.
7	Add	R	Click on Add to add proxy	Employee is added to the Proxy	

Proxy by Process Level

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	Proxy ID Field	R	Type the Employee's EIN. Proxy ID should equal an existing EIN # in HRIS		You must enter the correct EIN. All forms/actions must contain a EIN to display the results.
3	Inquire Button	R	Click Inquire	Employee's Name will display. You should get message "Inquiry Complete" in the lower left corner.	If no data displays the employee is not currently setup as a proxy. The system will default any existing information for the Employee.
4	Process Level Tab	O	Select this tab to set up the proxy to have proxy access at the Process level.		
5	F/C Field	O	Type or select " A " for Add Type or select " D " for Delete	Value will display in field	If a proxy setting must be deleted select "D". Valid Values are: A = Add, D = Delete
6	Process Level Field	O	Type or click on  to display the list of Process level codes and descriptions.	Process level code will display in field.	
7	Add	R	Click on Add to add proxy	Employee is added to the Proxy	

Proxy by Agency

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box Field	R	Type ZS01.1 and press the enter key on the keyboard.	The Time Entry Proxy Maintenance Form (ZS01.1) will open.	You will always use the Search Box to move from Form to Form.
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Proxy ID Field	R	Type the Employee's EIN.		You must enter the correct EIN. All forms/actions must contain a EIN to display the results.
4	Inquire Button	R	Click Inquire	Employee's Name will display. You should get message "Inquiry Complete" in the lower left corner.	If no data displays the employee is not currently setup as a proxy. The system will default any existing information for the Employee.
5	Agency Tab	O	Select this tab to set up the proxy to have proxy access at the agency level.		
6	F/C Field	O	Type or select " A " for Add Type or select " D " for Delete	Value will display in field	If a proxy setting must be deleted select "D". Valid Values are: A = Add, D = Delete
7	Agency Field	O	Type or click on  to display the list of Agencies codes and descriptions.	Agency code will display in field.	
8	Add	R	Click on Add to add proxy	Employee is added to the Proxy	

Proxy by User Level

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	Proxy ID Field	R	Type the Employee's EIN.		You must enter the correct EIN. All forms/actions must contain a EIN to display the results.
3	Inquire Button	R	Click Inquire	Employee's Name will display. You should get message "Inquiry Complete" in the lower left corner.	If no data displays the employee is not currently setup as a proxy. The system will default any existing information for the Employee.
4	User Level Tab	O	Select this tab to set up the proxy to have proxy access at the User level.		
5	F/C Field	O	Type or select " A" for Add Type or select " D" for Delete	Value will display in field	If a proxy setting must be deleted select "D" . Valid Values are: A = Add, D = Delete
6	User Level Field	O	Type or click on  to display the list of User Level codes and descriptions.	User Level code will display in field.	
7	Add	R	Click on Add to add proxy	Employee is added to the Proxy	

