



AGENCY ETE PROXY ADMINISTRATOR Forms and Reports

Rule Legend:
 MAX_ALLOWED = Inquiry or Update
 I = Inquiry; N = Next; P = Previous
 + = Page Up; - = Page Down

Form#	Form Name	Form Description	Rule	TRAINING COURSE ID
ZS01.1	Employee Time Entry Proxy Maintenance	The ZS01 program will be used by the agencies to maintain the proxy designations for their agencies. This form will be used to grant access to employee time entry time records based on an employee's agency, process level, department, or user level.	MAX_ALLOWED	HRISSETPROXYADMIN-1
ZS201	Employee Time Entry Proxy Report	A report that lists employees designated as proxy and their access, as well as participants that are missing proxies.	MAX_ALLOWED	HRISSETPROXYADMIN-1
ZS202	ETE Manager-Proxy Tracking Rpt	An audit report that lists employee time record activity for a specified pay period showing the manager-proxy who approved the records.	MAX_ALLOWED	HRISSETPROXYADMIN-1