HRIS – Human Resources Information Solution

RESOURCE GUIDE:
ETE PROXY ADMINISTRATOR
ETE PROXY ADMINISTRATOR

Table of Contents

ETE PROXY ADMINISTRATOR RESPONSIBILITIES ........................................................................................................ 3

ETE PROXY MAINTENANCE ZS01.1 .................................................................................................................................. 4

INTRODUCTION ......................................................................................................................................................... 4
ASSIGN ETE PROXY TO AGENCY ............................................................................................................................... 5
ASSIGN ETE PROXY TO PROCESS LEVEL .................................................................................................................. 6
ASSIGN ETE PROXY TO DEPARTMENT ..................................................................................................................... 7
ASSIGN ETE PROXY TO USER LEVEL ....................................................................................................................... 9
REMOVE PROXY ACCESS ........................................................................................................................................... 10

ETE PROXY REPORT ZS201 (BY ORGANIZATION) .................................................................................................. 11

CREATE REPORT PARAMETERS .................................................................................................................................. 11
SUBMIT REPORT ......................................................................................................................................................... 12
EXAMPLE OF REPORT RESULTS .................................................................................................................................. 13

ETE PROXY REPORT ZS201 (BY PROXY) .................................................................................................................... 14

CREATE REPORT PARAMETERS .................................................................................................................................. 14
SUBMIT REPORT ......................................................................................................................................................... 15
EXAMPLE OF REPORT RESULTS .................................................................................................................................. 15

ETE MANAGER – PROXY TRACKING REPORT ZS202 .................................................................................................. 16

CREATE REPORT PARAMETERS .................................................................................................................................. 16
SUBMIT REPORT ......................................................................................................................................................... 17
EXAMPLE OF REPORT RESULTS .................................................................................................................................. 18
ETE Proxy Administrator Responsibilities

Employee Time Entry (ETE) Proxy Administrators are the only individuals who may add ETE Proxies for the agency’s employees. They are responsible for assigning Proxy access to employees that allows that individual the access to add, change, delete, submit, reject and approve employee time records through ETE.

ETE Proxy Administrator must be aware of factors affecting internal control such as existing HRIS access of each employee. They must adhere to the enforcement of separation of duties. Upon receipt of an ETE Proxy Security Request form, responsible for reviewing all existing access for the employee for whom the request applies to ensure compliance with the agency’s internal controls.

*The ETE Security Administrator SHALL NOT assign Proxy to an employee who holds a job role of Agency HR Generalist, ADOA Class&Comp or ADOA PA Admin.*

*The ETE Proxy Administrator SHALL NOT assign proxy access for themselves.*

Responsible for performing reviews of ETE Proxy access for the agency on at least a quarterly basis.

Remove access promptly if the Proxy separates from State service or has a change in employment where Proxy access is no longer appropriate.
ETE Proxy Maintenance ZS01.1

Introduction

Use the ETE Proxy Maintenance ZS01.1 to grant Proxy access to users who are participating in ETE. A user designated as a Proxy will have the ability to Add, Change, Delete, Submit and Reject assigned employee time records in ETE. A Proxy can also be granted access to Approve employee time records in ETE. The access granted on ZS01.1 will filter down to the Proxy level settings within Y.E.S. for the users designated as a Proxy.

On the ZS01.1 form, each Agency ETE Proxy Administrator will define Proxy by the following levels:

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

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.

NOTE: The Agency Payroll Specialist has inquiry only to this form. Must have the Agency ETE Proxy Administrator security role to make changes to this form.
Assign ETE Proxy to Agency

Assign user to have Proxy to all employees in the Agency

1. **Type ZS01.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Proxy ID**: Type or select the **Employee Identification Number (EIN)** of the user receiving Proxy access

4. **Click Inquire**

Employee’s name will display with any existing access. To assign Agency Proxy, fields in Process Level, Department and User Level must be blank. If values exist in the fields, refer to Remove Proxy Access section of this training guide.

5. **Allow Approval**: Select **Y** or **N**
   - Select **Y** to allow the user to Enter, Submit, Reject and Approve time records

   *Approval option is not for users who also have an HRIS role of Agency HR Generalist, ADOA Class & Comp or ADOA PA Admin.*
   - Select **N** to allow the user Enter, Submit and Reject time records. User cannot Approve time records with this option

6. **Click Agency –OR- tab** to display the Agency entry fields
7. **FC**: Type or select a

8. **Agency**: Select the Agency or type the two-digit Agency Code

9. Click **Add** to save
   - Status bar displays message **Add Complete-Continue**
   - The user’s access to all employees in the Agency is in effect

## Assign ETE Proxy to Process Level

Assign user to have Proxy to employees in a specified Process Level

1. Type **ZS01.1** in the search field, click **Go**

2. **Company**: Type or select **1**

3. **Proxy ID**: Type or select the Employee Identification Number of the user receiving Proxy access

4. Click **Inquire**

Employee’s name will display with any existing access. To assign Process Level Proxy, fields in Agency, Department and User Level must be blank. If values exist in the fields, refer to Remove Proxy Access section of this training guide.

5. **Allow Approval**: Select **Y** or **N**
   - Select **Y** to allow the user to Enter, Submit, Reject and Approve time records
Approval option is not for users who also have an HRIS role of Agency HR Generalist, ADOA Class&Comp or ADOA PA Admin.

- Select N to allow the user Enter, Submit and Reject time records. User cannot Approve time records with this option

6. Click Process Level – OR- tab to display the Process Level entry fields

7. FC: Select A

8. Process Level: Select the Process Level or type the five-digit Process Level

9. Repeat steps 3 and 4 for additional Process Levels

10. Click Add to save.

- Status bar displays message Add Complete-Continue
- The user’s access to all Process Levels on ZS01.1 is in effect

Assign ETE Proxy to Department
Assign user to have Proxy to employees in a specified Department

1. Type ZS01.1 in the search field, click Go

2. Company: Type or select 1

3. Proxy ID: Type or select the Employee Identification Number of the user receiving Proxy access

4. Click Inquire

Employee’s name will display with any existing access. To assign Department Proxy, fields in Agency, Process Level and User Level must be blank. If values exist in the fields, refer to Remove Proxy Access section of this training guide.
5. **Allow Approval**: Select **Y** or **N**
   - Select **Y** to allow the user to Enter, Submit, Reject and Approve time records
   - Approval option is not for users who also have an HRIS role of Agency HR Generalist, ADOA Class&Comp or ADOA PA Admin.
     - Select **N** to allow the user Enter, Submit and Reject time records. User cannot Approve time records with this option

6. Click **Department – OR-** tab to display the Department entry fields

7. **FC**: Select **A**

8. **ProcLevel**: Select the Process Level or type the five-digit Process Level

9. **Dept**: Select the Department or type the five-digit Department. The Process Level must be selected before the Department is selected

10. Repeat **steps 4 and 5** for additional Departments

11. Click **Add** to save
   - Status bar displays message **Add Complete-Continue**
   - The user’s access to the Departments on ZS01.1 is in effect
Assign ETE Proxy to User Level

Assign user to have Proxy to employees in a specified User Level.

1. **Type ZS01.1 in the search field, click Go**
2. **Company**: Type or select 1
3. **Proxy ID**: Type or select the **Employee Identification Number** of the user receiving Proxy access
4. **Click Inquire**

Employee’s name will display with any existing access. To assign User Level Proxy, fields in Agency, Process Level and Department must be blank. If values exist in the fields, refer to Remove Proxy Access section of this training guide.

5. **Allow Approval**: Select **Y** or **N**
   - Select **Y** to allow the user to Enter, Submit, Reject and Approve time records
   - Approval option is not for users who also have an HRIS role of **Agency HR Generalist, ADOA Class&Comp or ADOA PA Admin.**
   - Select **N** to allow the user Enter, Submit and Reject time records. User cannot Approve time records with this option

6. **Click User Level- tab to display the User Level entry fields**
7. **FC**: Select **A**
8. **User Level**: Select the **User Level**
9. Repeat steps 7 and 8 for additional User Levels

10. Click Add to save. Status bar displays message Add Complete-Continue

Remove Proxy Access

Agency ETE Proxy Administrators must remove access promptly when a Proxy separates from State service, transfers to another State Agency or has a change in employment where Proxy access is no longer appropriate.

This section also applies to Proxy changing from one level of Proxy access to another.

1. Type ZS01.1 in the search field, click Go

2. Company: Type or select 1

3. Proxy ID: Type or select the Employee Identification Number of the user receiving Proxy access

4. Click Inquire

The tab that contains the user’s current Proxy access will display.

5. FC: Select D – Delete

6. Click Change to save the changes
   - Status bar displays message Change Complete – Continue
   - The user no longer has Proxy access
ETE Proxy Report ZS201 (by Organization)

Run Employee Time Entry Proxy Report (ZS201) to list proxy information. Run by Agency to view:

- **Proxy Level Listing** - Lists the proxies that have access to the agency, process level, department, or user level(s) entered on the form. This is the default report.

- **Missing Proxies/Participants Without Proxies Listing** - Lists the Employee Time Entry participants in the process level, department, or user level(s) entered on the form that have NOT been assigned a proxy.

Create Report Parameters

Parameters to create a new ZS201 to view all proxies assigned to Agency or Process Level or Department or User Level. Select only one of these levels.

1. Type **ZS201** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select 1
5. Click **By Organization** tab
6. **Agency**: Type the two-digit **Agency Code** to view all Proxies in the agency. Process Level, Department, User Levels remain blank

7. **Process Level**: Type or select a **Process Level** to only view Proxies in the selected Process Level; Agency, Department, User Levels remain blank

8. **Department**: Must select a **Process Level** first. Then, type or select a **Department, Agency** and **User Levels** remain blank

9. **User Levels**: Type or select **User Level** range. To run for one User Level, enter the same value in both boxes

10. **Report Option**: Type or select 1 or 2
    - Select **1 Proxy Level Listing** to display active proxies assigned to level defined in parameters
    - Select **2 Missing Proxy Listing** to display employees in defined parameters that do not have any proxies assigned

11. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report
Submit the report to view results

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.
### Example of Report Results

**Employee Time Entry Proxy Report**

**Process Level ADAG - AD-ARIZONA GOVERNMENT UNIVERSITY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee Code</th>
<th>Supervisor Code</th>
<th>Status</th>
<th>Allow Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREEN, RACHEL</td>
<td>345678</td>
<td></td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>TRIBBAM, JOEY</td>
<td>254067</td>
<td></td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>GILLIK, ROSS</td>
<td>378010</td>
<td></td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>DUFFY, PHOEBE</td>
<td>158456</td>
<td></td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>BROWN, CHANDLER</td>
<td>456489</td>
<td></td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
</tbody>
</table>

**Process Level ADBSD - AD-BENEFITS SERVICES DIVISION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee Code</th>
<th>Supervisor Code</th>
<th>Status</th>
<th>Allow Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROWN, CHARLIE</td>
<td>456781</td>
<td></td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>COSTANZA, GEORGE</td>
<td>243207</td>
<td>ADBSD700010</td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>SIMON, JERRY</td>
<td>785610</td>
<td></td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>ROSS, SUAN</td>
<td>345456</td>
<td>ADBSD90010</td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>KRAMER, COSMO</td>
<td>590499</td>
<td></td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>CHIARE, JACKIE</td>
<td>951220</td>
<td></td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>LEDO, UNICE</td>
<td>712047</td>
<td></td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>NEUMANN, NORMAN</td>
<td>123445</td>
<td>ADBSD90010</td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
<tr>
<td>PETTERMAN, JACOBO</td>
<td>100111</td>
<td>ADBSD90009</td>
<td>C1 - UNCOVERED W/BN</td>
<td>YES</td>
</tr>
</tbody>
</table>

**Example of PDF**

Define different sets of parameters for the ZS201 by creating different Job Names. For example, **Inquire** on an existing Job Name, change the parameters values, type in a new Job Name and use the **ADD** button. To save job results in the Print Manager, each job defined must have a unique Job Name.
ETE Proxy Report ZS201 (by Proxy)

Run Employee Time Entry Proxy Report (ZS201) to list proxy information. Use these instructions to view the access (i.e., process levels, departments, user levels) of the proxy entered on the form.

Create Report Parameters

Parameters to create a new ZS201 to view access of a specific Proxy. To run the report by Proxy, the agency, process level, department, and user level fields in the By Organization tab must be blank.

1. Type ZS201 in search field, click **Go**
2. **Job Name**: Type a unique name for the report
3. **Job Description**: Type a detailed description of the report
4. **Company**: Type or select 1
5. Click on **By Proxy** tab

6. **Proxy ID**: Type or select the **Employee Identification Number** of the proxy
7. Click **Add** to save report parameters. Status bar displays message **Job Added**
Submit Report

Submit the report to view results

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

```
Employee Time Entry Proxy Report

ZS201  Date 07/09/19  Company 1 - STATE OF ARIZONA
Time 13:12  Employee Time Entry Proxy Report
Listing By Proxy

Proxy 123456  CHARLES NORRIS  Process Level ADBSD - AD-BENEFITS SERVICES DIVISION
Department BSD01 - BSD OPERATIONS  User Level ADBSD00 - ADOA BSD ASST DIR OFFICE
 Supervisor Code ADBSD70010  Status C1 - UNCOVERED W/BN  Allow Approval - YES
Process Level Department
ADBSD - AD-BENEFITS SERVICES DIVISION BSD00 - BSD DIRECTOR'S OFFICE
ADBSD - AD-BENEFITS SERVICES DIVISION BSD01 - BSD OPERATIONS
ADBSD - AD-BENEFITS SERVICES DIVISION BSD02 - BSD FINANCE AND AUDIT SERVICES
ADBSD - AD-BENEFITS SERVICES DIVISION BSD03 - BSD PLAN ADMINISTRATION
ADBSD - AD-BENEFITS SERVICES DIVISION BSD04 - BSD MEMBER SERVICES
ADBSD - AD-BENEFITS SERVICES DIVISION BSD05 - BSD WELLNESS
```

Example of PDF
ETE Manager – Proxy Tracking Report ZS202

Run Employee Time Entry Manager-Proxy Tracking Report ZS202 to print a list of all time record activity (including comments) for the specified pay period.

Create Report Parameters

1. **Type ZS202 in search field, click Go**

2. **Job Name:** Type a unique name for the report

3. **Job Description:** Type a detailed description of the report

4. **Company:** Type or select 1

5. **Pay Period:** Select a Pay Period start date. The end date of the Pay Period will automatically appear for a valid start date

6. **Agency:** Type or select the two-digit Agency code

7. **Process Level:** Leave blank or select a Process Level to limit results

8. **Department:** Leave blank or select a Department & Process Level to limit results

9. **Employee:** Leave blank or select the Employee Identification Number to limit results
Select the ZS202 reporting option

10. Reporting Option: Type or select 1 or 2
   - 1 = Proxy (default)
   - 2 = Manager and Proxy

11. Report Sequence: Type or select 1 or 2
   - 1 = Sort the report data based on the date the time records were entered (i.e. chronological order) (default)
   - 2 = Sort the report by Time Record Date

12. Click Add to save report parameters. Status bar displays message Job Added

Submit Report

1. Click Quick Submit, status bar displays message Job has been submitted
2. Click Print Mgr to view the report results in your Print Manager
**Example of Report Results**

In the Print Manager, double click the Job Name to view the report results.

![ETE Manager-Proxy Tracking Rpt](image)

**Example of PDF**