

Proxy Update- Assign a Proxy for a Manager who is on PTO/LOA

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eAccess Proxy

Purpose: Assign a Proxy for a Manager who is on PTO/LOA

Step by Step Process:

Follow these steps to assign a Proxy for a Manager who is on PTO/LOA:

- The approving manager of a direct report is on PTO/LOA and assistance is needed to assign a Proxy to approve any future eAccess request. (this does not change previous request already submitted in eAccess)
- Request made in eAccess prior to assigning the Proxy will need to be “withdrawn” or “cancelled”
- When creating a Proxy, the effective “start date” should be the current date. If proxy is not an urgent need, future date can be set for PTO purpose.

Using the ‘Custom UI’ eAccess version (link on FMC4ME) search for the manager that needs the proxy assigned.