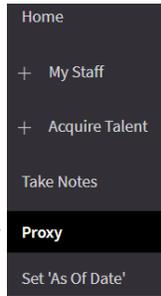


Assign Proxy Management

1. Log in to Manager Space.
2. Select **Proxy** from the left menu.
3. On the pop-up screen select **Go to Proxy Management**. A new window will open.
 - Click the create button under Proxy Definition.



4. Use your employee # as Grantor and enter the name of the person who needs to review your requisitions.
 - Start and End dates are optional.
 - Entering a date can create issues if you want this person to be a proxy in future.



5. Click Save (found on the toolbar).



A box will pop saying Proxy Created.
KEEP GOING! You are not done yet!

6. From Proxy Roles click the create button to create a Proxy Role.

Proxy Information

Grantor: [Redacted] From Date: []

Proxy Name: testguide To Date: []

Description: [] Enabled



7. Click the magnify glass next to Role and select either **Hiring_Manager_ST** or **SD_HiringManager**.
 - If you have both options, you should do the add process twice to add both roles.

Role *

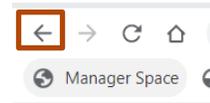
[Search field with magnifying glass icon]

8. Click Save.



A box will pop saying Proxy Role Created.
KEEP GOING! You are not done yet!

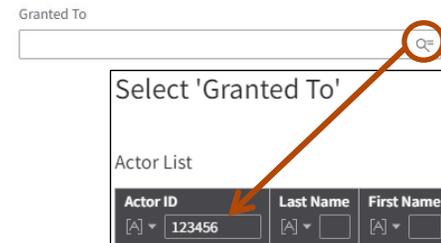
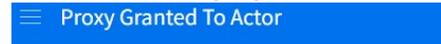
9. Click the Back button on your browser.



10. Select Proxy Granted to Actors Tab and click the create button to assign the employee's number.



11. To locate your proxy click the magnify glass and enter his/her **employee number** under Actor ID.



***Do not search by their name. This can result in selecting their External profile rather than their Internal profile.**

12. Enter
13. Select the correct name and click **Save**.
14. Close the Proxy window to return to Manager Space.

If you need assistance with proxy setup, BHR can help. We will have to schedule a Teams meetings and you will have to share your screen with our staff.

Access Proxy Management

1. Log in as yourself to Manager Space.
2. Select Proxy from the Left Menu.
3. Select the employee name for whom you want to perform proxy work and choose **Manager**.
4. Click the + next to Acquire Talent on the Left Menu.
5. Select **Requisitions** from the list.
6. To switch back to your account, click **Proxy** on the Left Menu and select **Manager**.

