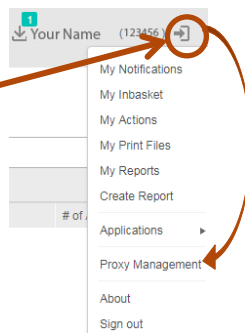


Manager Space: Proxy Management

Assign Proxy Management

1. Log in to Manager Space.

2. Select **Proxy Management** from the list.

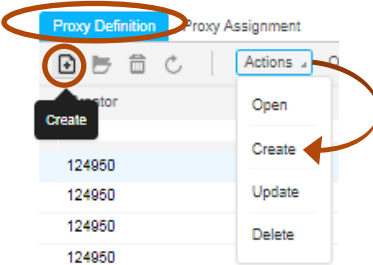


3. On the Proxy Dashboard screen:

- Click the plus sign to create a Proxy.

Or

- Click the Actions button and select Create.



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.

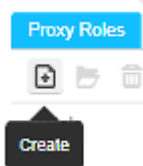
5. Click Save (found on the toolbar).



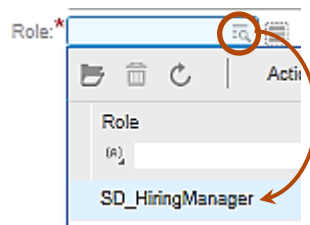
A box will pop saying Proxy has been created.

KEEP GOING! You are not done yet!

6. From Proxy Roles click the plus sign to create a Proxy Role.



7. Click the magnify glass next to Role and select SD_HiringManager.



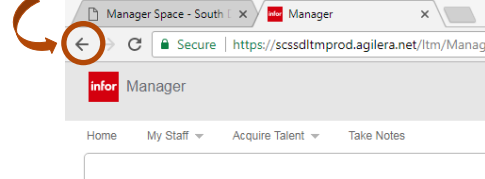
8. Click Save.



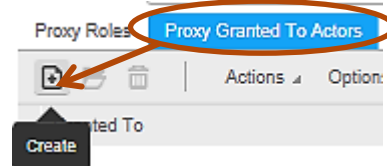
A box will pop saying Proxy has been created.

KEEP GOING! You are not done yet!

9. Click the Back button from your browser.



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



11. To locate your proxy click the magnify glass and enter proxy's last name and first name or his/her employee number.

12. Enter

13. Select the correct name and click Save.

Access Proxy Management

1. Log in as yourself to Manager Space.

2. In the top right area next to your name and employee number click the side arrow ->**Switch to Proxy**.

3. Select the employee name for whom you want to perform proxy work and choose **Manager**.

4. Click **Find Talent**.

5. Perform the proxy tasks as if you were the manager.

6. When you are done, click the side arrow -> **Switch Back From Proxy**.

7. Choosing **Manager** or **Employee**