

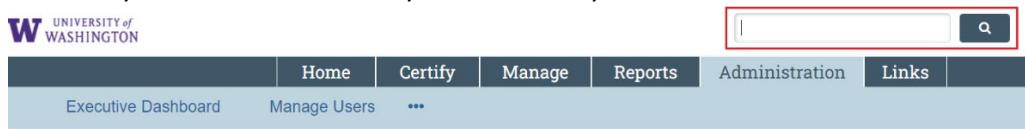
# Adding a Proxy in ECC

## Overview:

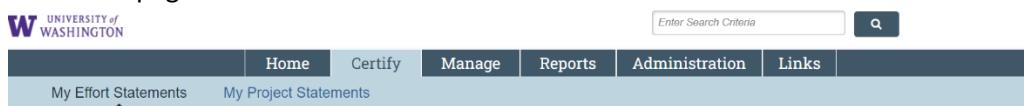
Circumstances where a faculty is unable to certify their own effort statement (terminated, extended leave, etc...) necessitate a proxy assignment in ECC, so the statement can be certified on their behalf. A person with suitable knowledge of the work performed over the course of the period can be added as the proxy in these situations. This can be a department Dean/Director/Chair/Division Head. This process should not be used as substitute for the faculty certifying themselves if they are available.

## Steps to add a proxy:

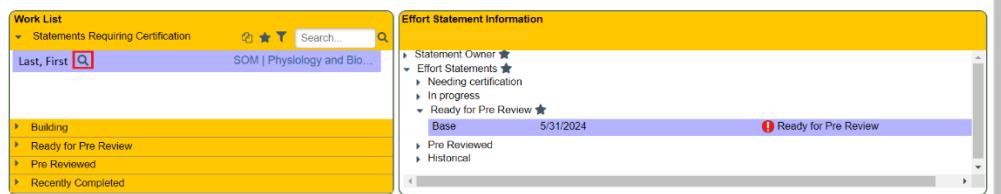
1. Use the main search bar of the application and enter the last name **\*space\*** first name, or EID of the faculty that is unable to certify. This will take you to their current effort statement.



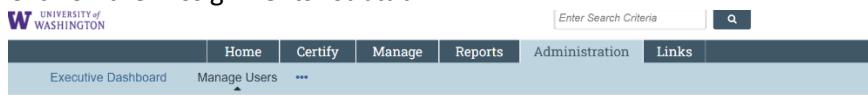
2. Click the magnifying glass icon next to the faculty's name in the "Work List" section of the statement page.



### [-] Effort Statement Instructions Page - ECC



3. Click on the "Assignments" subtab



### [-] Manage Users

Choose a user to administer:

Website Access	Audit Access	Email Access	Key Personnel	TPE Designation	Auto Process	CARE Certifier	Organ Transplant Certifier	Ryan White Certifier	Go To Effort Statement
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First Name:  Last Name:  Middle Initial:  Prefix:  Suffix:

Title: Research Assistant Professor Appointment:  Location: Seattle Campus

Username:  Employee Id:  Alternate Identifier:  Phone:

Job Code: 10143 Job Position:  Address:

FTE Value: 1.0 Job Description: Research Assistant Professor Commitment Level Code:

User Info

Relationships

Assignments

Employee Type for

Current Employee Type: UW

Project Statement Certifier for

Current Project Statement Certifier designation: No

4. Scroll down to the section of the page titled “Proxy for *faculty’s name – EID*”
5. In the “Proxy” search bar, enter the last name \***space\*** first name or EID of the person you are adding as a proxy, and select them from the drop-down menu

Please input the name or employee ID of the person whom you wish to designate as a proxy for this user. You will need to select a reason for the proxy assignment prior to saving it.

Proxy:	last
Reason:	last,First
<input type="button" value="Save Certifier Proxy"/> <input type="button" value="Cancel"/>	

Name	Reason	Action
No Certification Proxy for this user.		

6. Select a reason from the “Reason” drop-down menu, then click the “Save Certifier Proxy” button

Proxy for

Please input the name or employee ID of the person whom you wish to designate as a proxy for this user. You will need to select a reason for the proxy assignment prior to saving it.

Proxy:	Last
Reason:	<input type="button" value="Select Reason"/> <input type="button" value="Save Certifier Proxy"/> <input type="button" value="Cancel"/>
<input type="button" value="Save Certifier Proxy for this user."/>	

7. Whoever is added as a proxy must also have the certifier role in ECC before being able to complete the certification. Make a request to [effortreporting@uw.edu](mailto:effortreporting@uw.edu) for this role to be added.