

# 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.

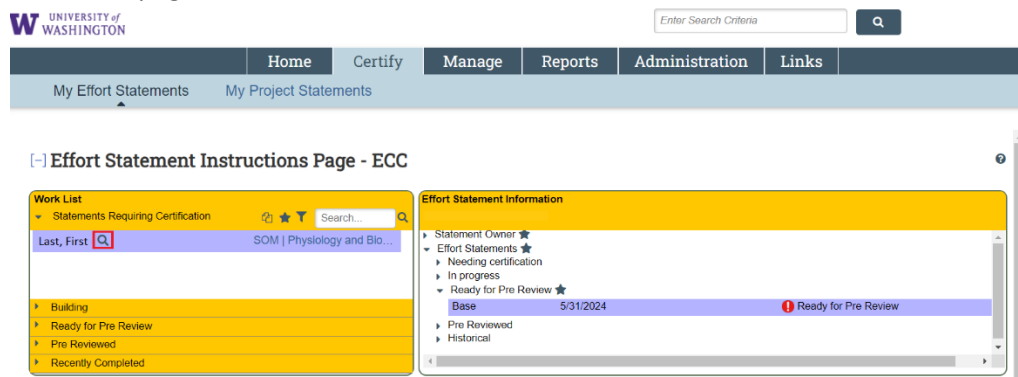
## Steps to add a proxy:

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.



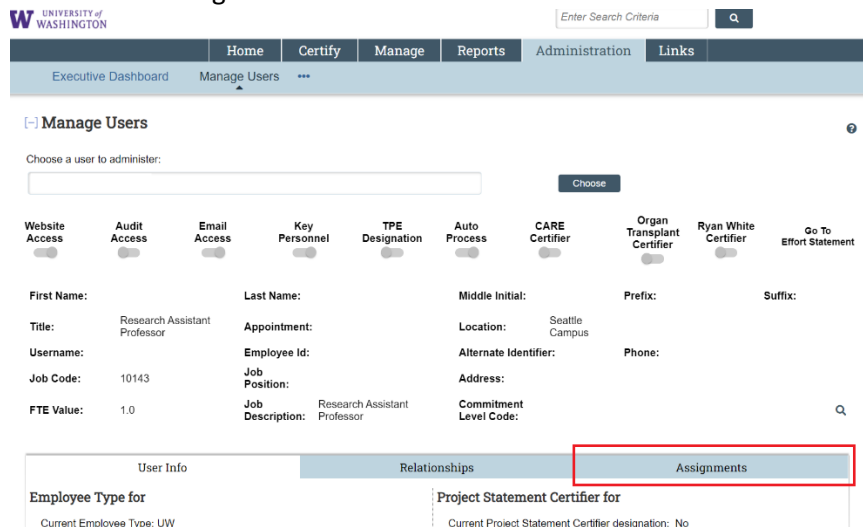
The screenshot shows the top navigation bar of the University of Washington ECC application. It includes the university logo, a search bar with a magnifying glass icon, and a series of tabs: Home, Certify, Manage, Reports, Administration, and Links. Below the tabs, there are links for 'Executive Dashboard', 'Manage Users', and a three-dot menu.

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



The screenshot shows the 'Effort Statement Instructions Page - ECC'. It features a 'Work List' section on the left with a search bar and a list of statements. The 'Effort Statement Information' section on the right shows details for a specific statement, including the statement owner, effort statements, and a 'Ready for Pre Review' status.

3. Click on the "Assignments" subtab



The screenshot shows the 'Manage Users' page. It includes a search bar, a 'Choose' button, and a table of user information. The 'Assignments' subtab is highlighted, showing the 'Employee Type for' and 'Project Statement Certifier for' sections.

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:

Reason:

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:

Reason:

Name	Reason	Action
No Certification 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.