Adding a Proxy in ECC

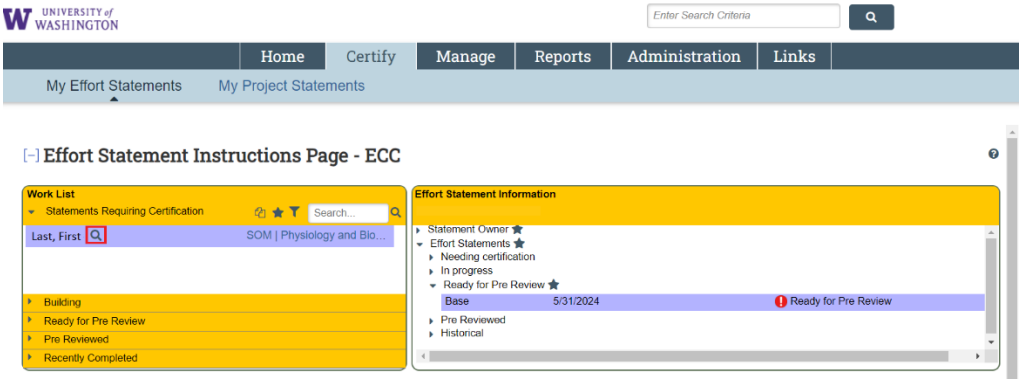
Overview:

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.

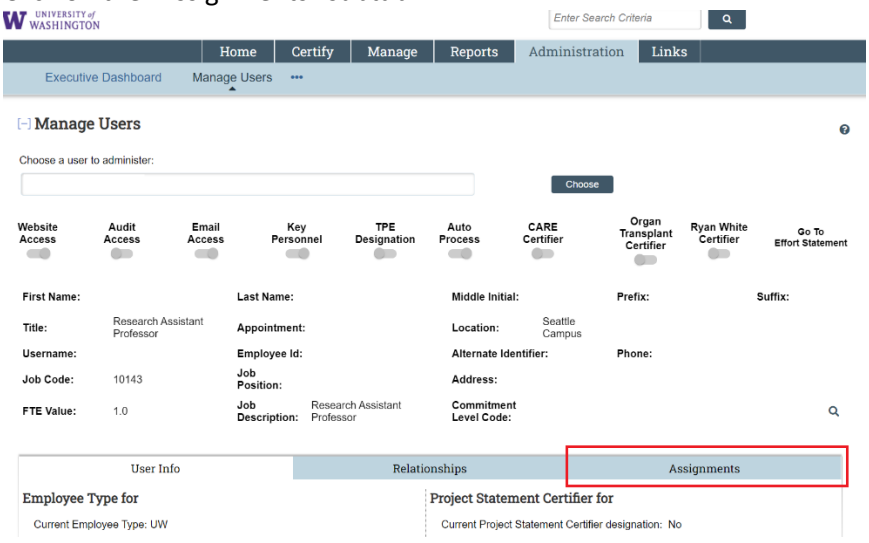
Steps to add a proxy:

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.

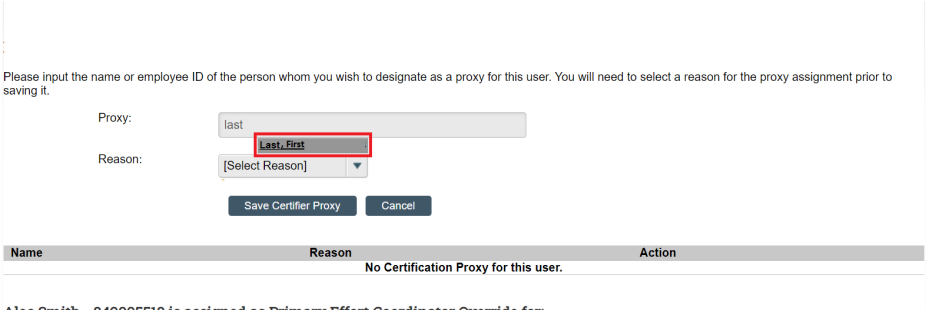
2. Click the magnifying glass icon next to the faculty's name in the "Work List" section of the statement page.



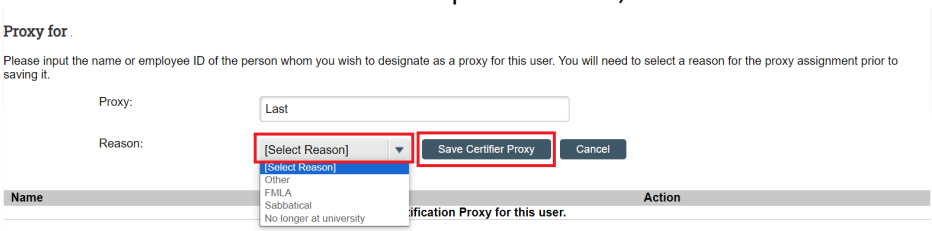
3. Click on the "Assignments" subtab



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



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



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 for this role to be added.