

Important notes on proxies added to step-by-step guide [1]

December 28, 2015 by [Employee Services](#) [2]

We've updated the "[My Leave for Supervisors](#)" step-by-step guide [3] to include important notes on proxies.

Last Tuesday, Employee Services added access role to HCM. This means supervisors and proxies can access their employees' My Leave exception time and time sheet requests through the portal.

Important notes:

1. Once a proxy is selected, they won't receive access immediately. Security "picks up" these requests four times a day and then provides access (i.e., the "Manager" tile in the portal).
2. As stated in the guide, once a proxy has been established, only the proxy will be able to view, approve and deny the timesheet and leave requests - **not the supervisor.**

Questions?

Send an email to HCM_Community@cu.edu [4].

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[1] <https://www.cu.edu/blog/hcm-community/important-notes-proxies-added-step-step-guide>

[2] <https://www.cu.edu/blog/hcm-community/author/3792>

[3] <https://www.cu.edu/hcm-community/sbs-supervisor-approvals-my-leave>

[4] mailto:HCM_Community@cu.edu

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