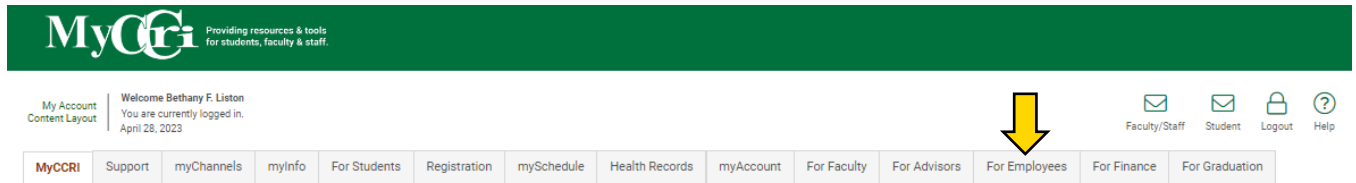
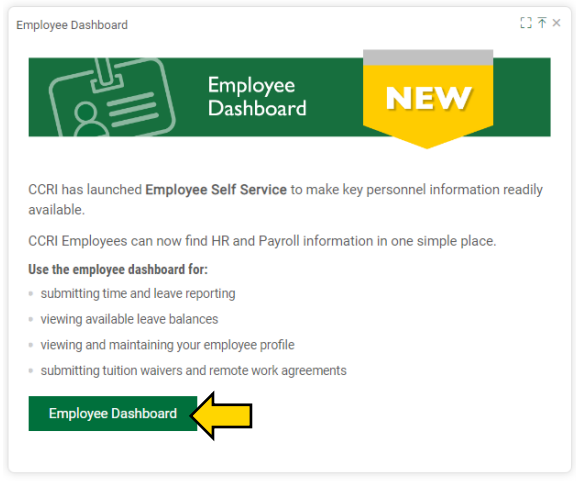


Setting Up a Proxy

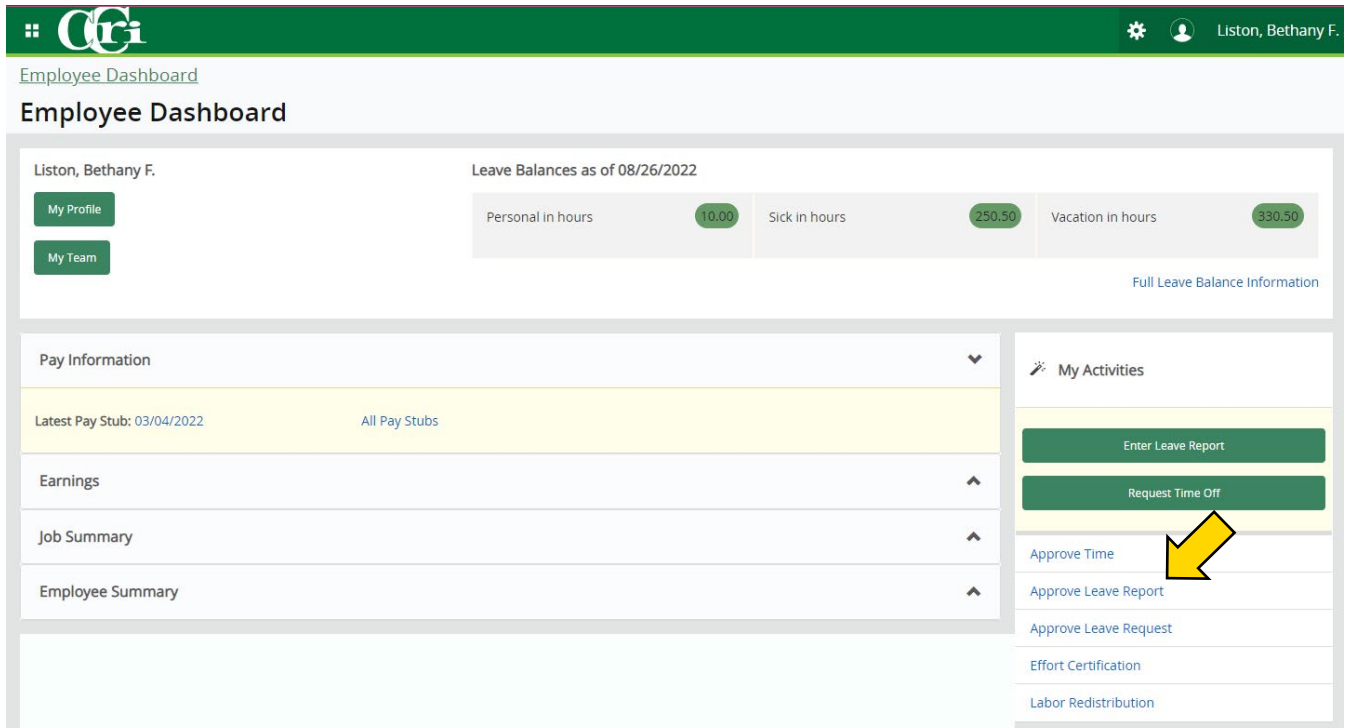
1. Log into MyCCRI
2. Click the “For Employees” tab



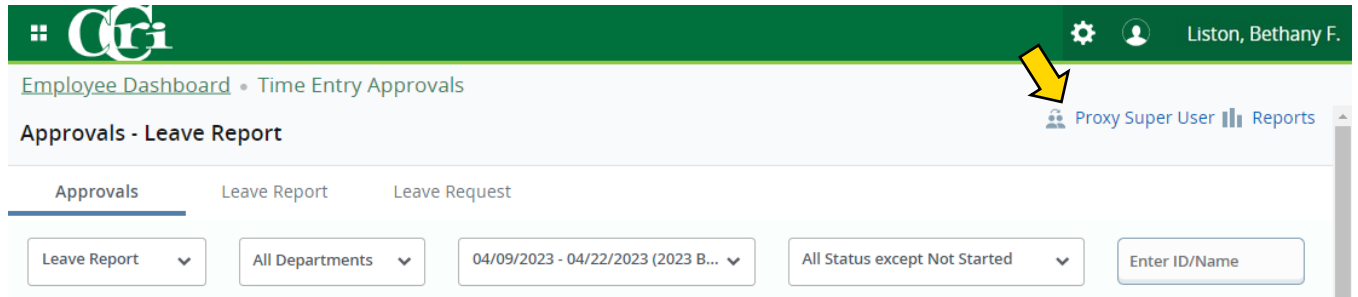
3. Select “Employee Dashboard”



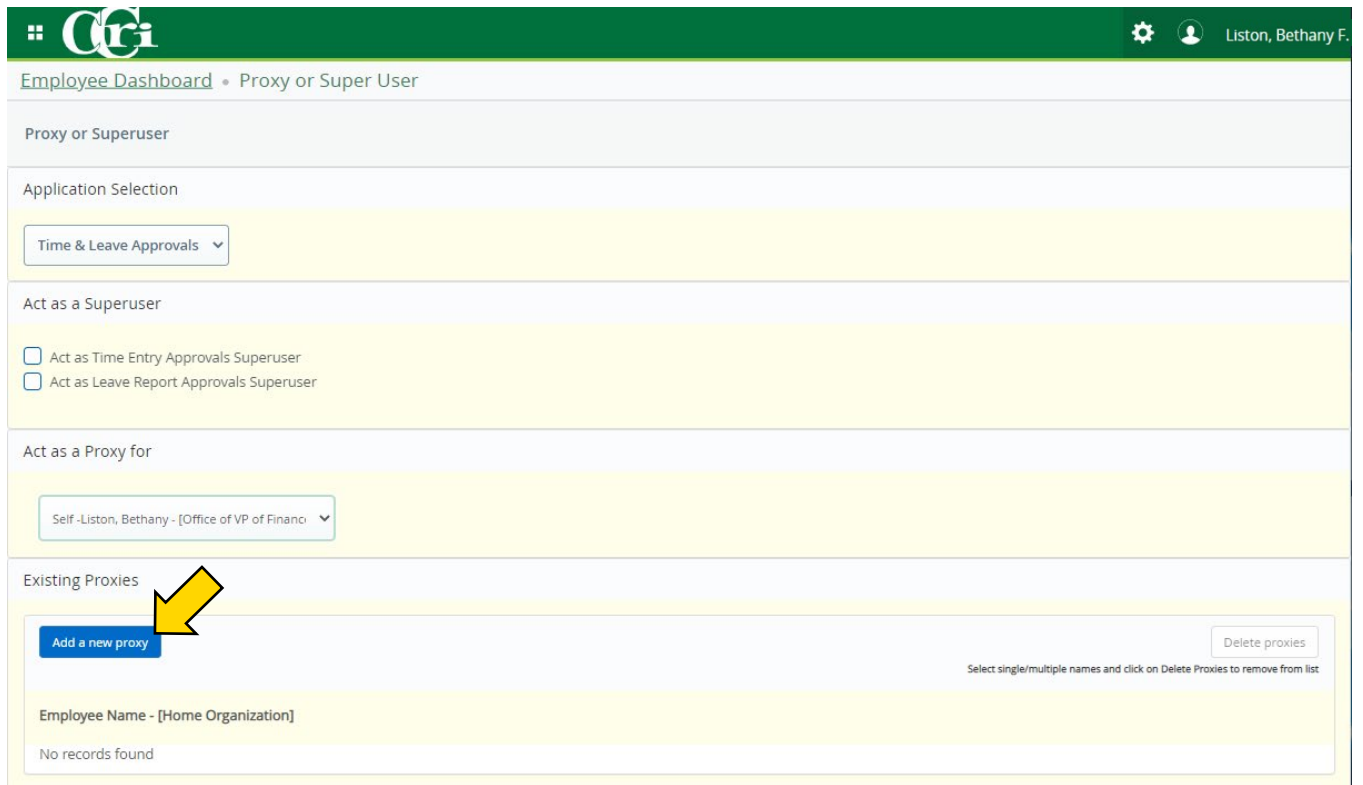
4. Click “Approve Leave Report”



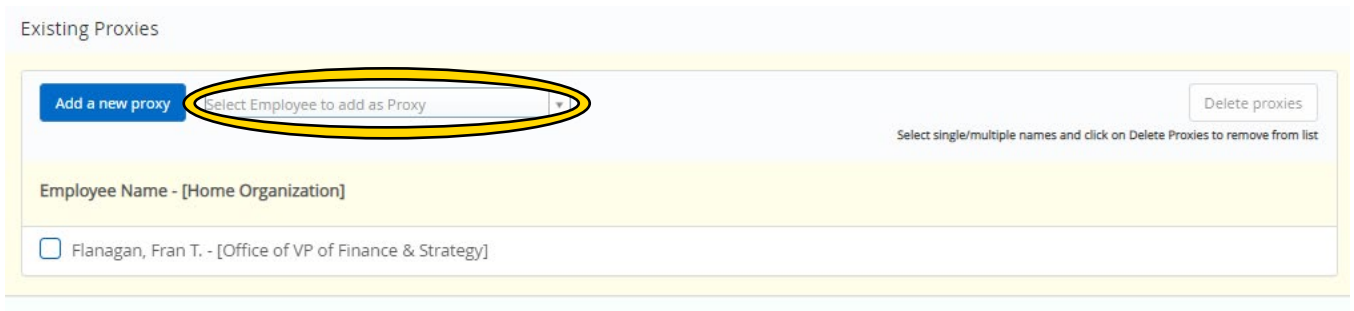
5. Click “Proxy Super User”



6. Click “Add a New Proxy”

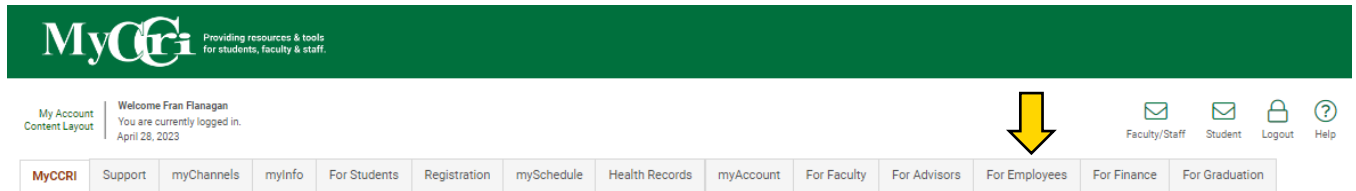


7. A search bar will appear next to the button. Type and click on the proxy’s name when it appears, which automatically adds them to the list. To remove a proxy, click the checkbox near the proxy’s name and click “Delete proxies.”

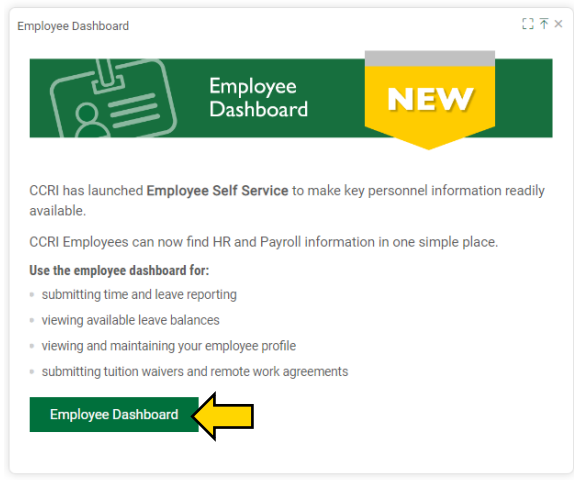


Approving Leave Reports as a Proxy

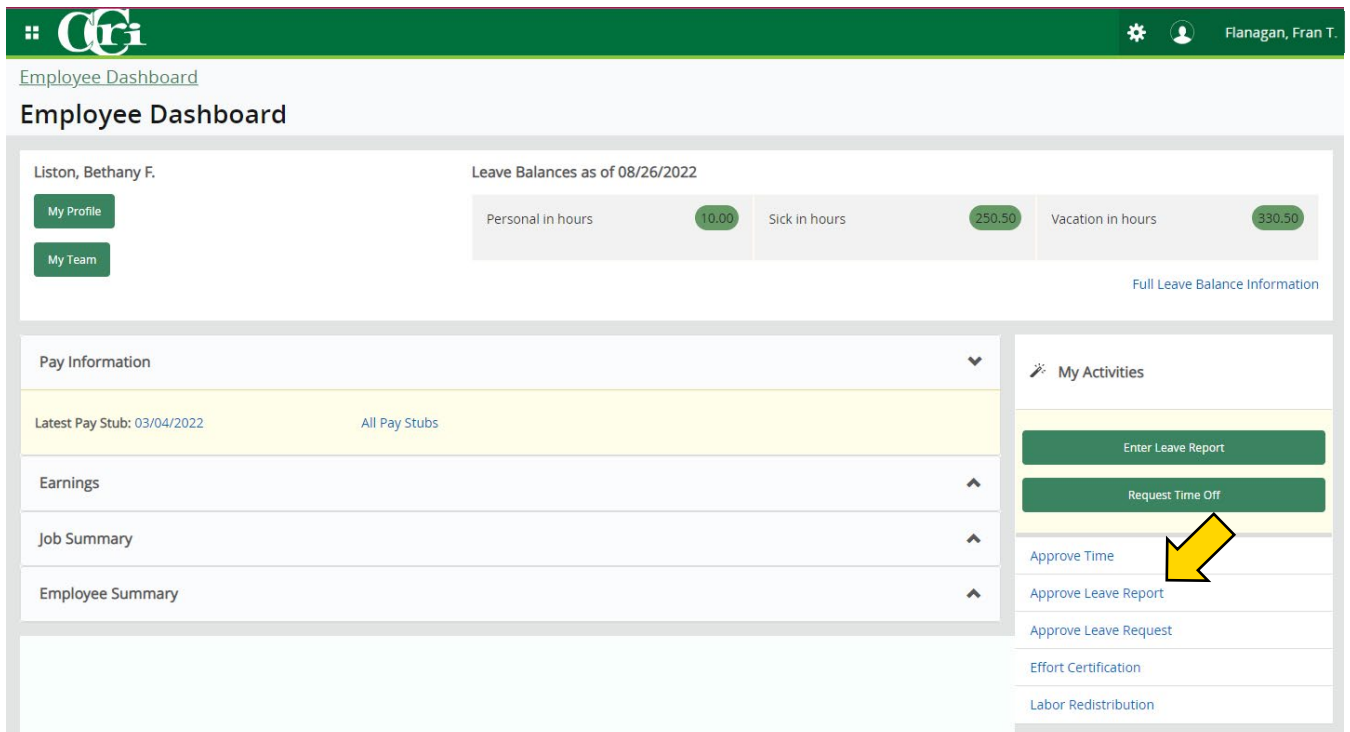
1. Log into MyCCRI
2. Click the “For Employees” tab



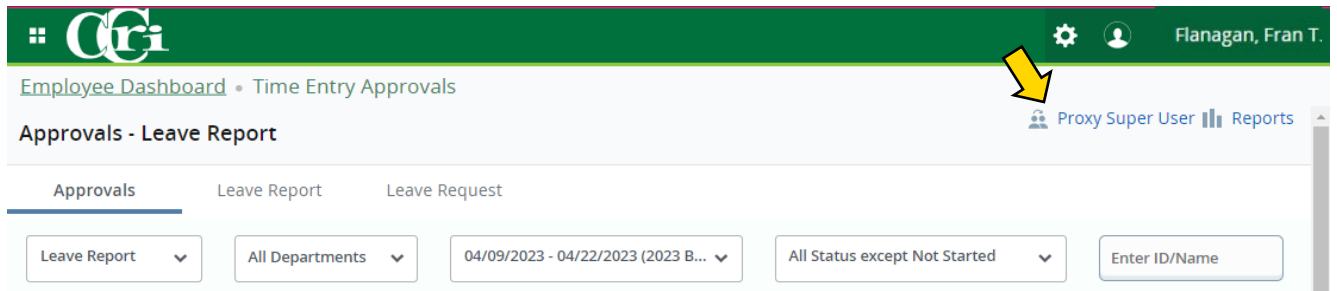
3. Select “Employee Dashboard”



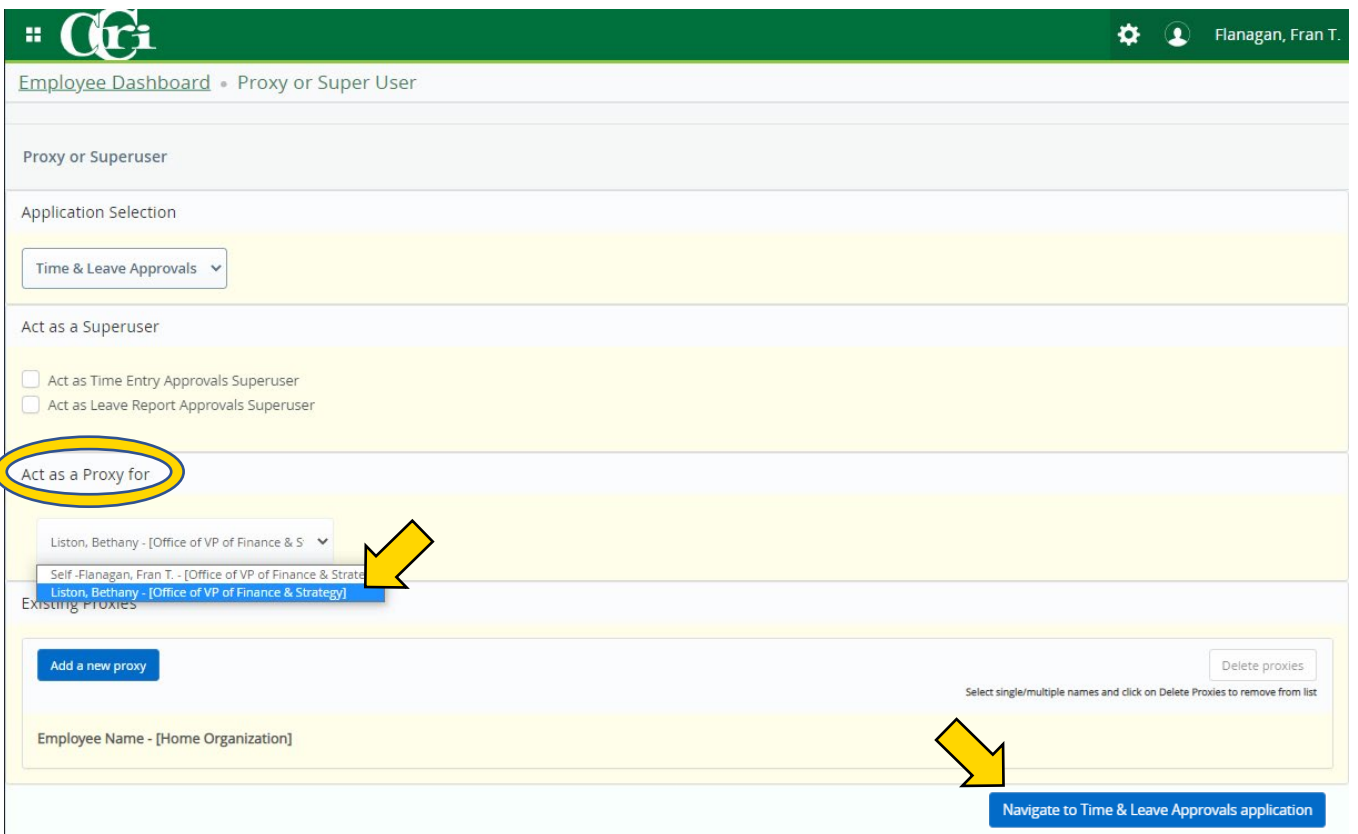
4. Click “Approve Leave Report”



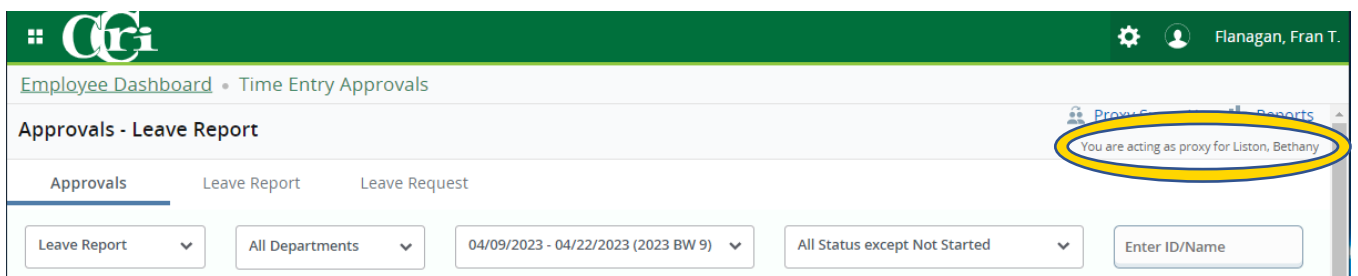
5. Click “Proxy Super User”



6. Under “Act as a Proxy for” click the drop-down menu and select who you are going to proxy for. Then click “Navigate to Time and Leave Approvals application.”



7. This will bring you to the Approvals screen where you will see the following message:



8. To switch back to your employee profile, repeat steps 5-6 and choose your name.