

- I. Log into MyCCRI
- 2. Click the "For Employees" tab

wiye	Froviding r for student	esources & too s, faculty & sta	ls ff.											
My Account Content Layout April	elcome Bethany F. Liston u are currently logged in. ril 28, 2023									Ţ	Faculty/S	taff Student	A	? Help
MyCCRI Suppo	oort myChannels	myInfo	For Students	Registration	mySchedule	Health Records	myAccount	For Faculty	For Advisors	For Employees	For Finance	For Graduat	on	

3. Select "Employee Dashboard"



4. Click "Approve Leave Report"

						*	٩	Liston, Bethany F.
Employee Dashboard								
Employee Dashboard								
Liston, Bethany F.		Leave Balances as of 08/20	5/2022					
My Profile		Personal in hours	10.00	Sick in hours	250.5	Vacation in hours		330.50
						Full L	eave B	alance Information
Pay Information					~	نة: My Activities		
Latest Pay Stub: 03/04/2022	All Pay Stubs					Enter Le	ave Rej	port
Earnings					^	Reques	t Time	off
Job Summary					^	Approve Time		
Employee Summary					^	Approve Leave Report		
						Effort Certification		
						Labor Redistribution		



5. Click "Proxy Super User"



6. Click "Add a New Proxy"

	\$	•	Liston, Bethany F.
Employee Dashboard Proxy or Super User			
Proxy or Superuser			
Application Selection			
Time & Leave Approvals 🗸			
Act as a Superuser			
 Act as Time Entry Approvals Superuser Act as Leave Report Approvals Superuser 			
Act as a Proxy for			
Self - Liston, Bethany - [Office of VP of Financi 💙			
Existing Proxies			
Add a new proxy	Select single/multiple names and click on D	elete Proxi	Delete proxies es to remove from list
Employee Name - [Home Organization]			
No records found			

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."

Add a new proxy	Delete proxies
	Select single/multiple names and click on Delete Proxies to remove from list
Employee Name - [Home Organization]	



- I. Log into MyCCRI
- 2. Click the "For Employees" tab



3. Select "Employee Dashboard"

Employee Dashboard	[] ⊼ ×
Employee Dashboard	NEW
CCRI has launched Employee Self Service to make key available.	personnel information readily
CCRI Employees can now find HR and Payroll information	on in one simple place.
Use the employee dashboard for:	
 submitting time and leave reporting 	
 viewing available leave balances 	
 viewing and maintaining your employee profile 	
 submitting tuition waivers and remote work agreements 	
Employee Dashboard	

4. Click "Approve Leave Report"

						* 4	Flanagan, Fran T
Employee Dashboard Employee Dashboard							
Liston, Bethany F.		Leave Balances as of 08/26/	2022				
My Profile		Personal in hours	10.00	Sick in hours	250.50	Vacation in hours	330.50
My ieam						Full Lea	ve Balance Information
Pay Information					~	» My Activities	
Latest Pay Stub: 03/04/2022	All Pay Stubs				-		
Earnings					^	Request T	ime Off
Job Summary					^	Approve Time	\wedge
Employee Summary					~	Approve Leave Report	
						Approve Leave Request	
						Effort Certification	
						Labor Redistribution	



5. Click "Proxy Super User"

	Flanagan, Fran T.
Employee Dashboard Time Entry Approvals	
Approvals - Leave Report	🚊 Proxy Super User 📗 Reports 🔺
Approvals Leave Report Leave Request	
Leave Report All Departments 	ed 🗸 Enter ID/Name

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."

	🔅 💽 Flanagan, Fran T
Employee Dashboard • Proxy or Super User	
Proxy or Superuser	
Application Selection	
Time & Leave Approvals 🗸	
Act as a Superuser	
 Act as Time Entry Approvals Superuser Act as Leave Report Approvals Superuser 	
Act as a Proxy for	
Liston, Bethany - [Office of VP of Finance & S V Self -Flanagan, Fran T [Office of VP of Finance & Strate Liston, Bethany - [Office of VP of Finance & Strategy] EXISTING PTOXIES	
Add a new proxy	Delete proxies Select sincle/multiple names and click on Delete Proxies to remove from list
Employee Name - [Home Organization]	
	Navigate to Time & Leave Approvals application

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

	🔅 💽 Flanagan, Fran T.
Employee Dashboard • Time Entry Approvals	
Approvals - Leave Report	You are acting as proxy for Liston, Bethany
Approvals Leave Report Leave Request	
Leave Report All Departments 04/09/2023 - 04/22/2023 (2023 BW 9) All Status except Not Started 	► Enter ID/Name

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