



Help Documents for the Request Initiator

[How do I access the Special Payroll Authorization Request application?](#)

[How do I add a new Special Payroll Authorization Request?](#)

[How do I edit an existing Special Payroll Authorization Request?](#)

[How do I finalize an existing Special Payroll Authorization Request?](#)

[How do I produce a Special Payroll Authorization?](#)

[How do I cancel a Special Authorization Request?](#)

[How do I view all Pending Special Payroll Authorization Requests?](#)



[How do I view all Finalized Special Payroll Authorization Requests?](#)

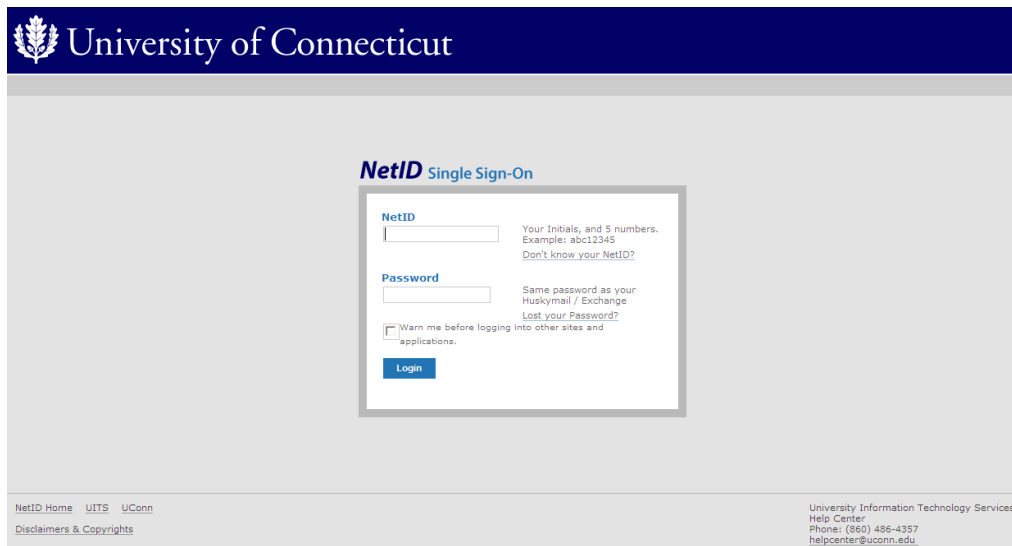
[How do I view all Cancelled Special Payroll Authorization Requests?](#)

[How do I add/edit proxies?](#)

How do I access the Special Payroll Authorization Request application?

Access to the application is located on the HR website or by entering the address into your internet browser.

| | |
|----------------------|---|
| <u>Step 1</u> | Open your internet browser (e.g. Internet Explorer, Mozilla Firefox, etc.) |
| <u>Step 2</u> | Enter https://web2.uconn.edu/hr/sp in to the internet browser address field. |
| <u>Step 3</u> | Enter the UConn NetID into the <i>NetID</i> field.  Note: The NetID consists of your initials and 5 numbers (Example: abc12345). |
| <u>Step 4</u> | Enter the password associated with the NetID into the <i>Password</i> field (same password as Huskymail / Exchange). |
| <u>Step 5</u> | Click  . |



The screenshot shows the University of Connecticut NetID Single Sign-On login page. At the top left is the University of Connecticut logo. The main heading is "NetID Single Sign-On". Below this is a login form with two input fields: "NetID" and "Password". To the right of the "NetID" field, there is explanatory text: "Your Initials, and 5 numbers. Example: abc12345" and a link "Don't know your NetID?". To the right of the "Password" field, there is text: "Same password as your Huskymail / Exchange" and a link "Lost your Password?". Below the password field is a checkbox labeled "Warn me before logging into other sites and applications." and a "Login" button. At the bottom left, there are links for "NetID Home", "UITS", and "UConn", along with "Disclaimers & Copyrights". At the bottom right, there is contact information for the "University Information Technology Services Help Center", including a phone number (860) 486-4357 and an email address helpcenter@uconn.edu.

[Back to the top](#)

How do I add a new Special Payroll Authorization Request?

| | |
|---------------|--|
| Step 1 | Log into the <i>Special Payroll Authorization Request</i> application. |
| Step 2 | Click Add New Special Payroll Authorization Request . |



Special Payroll Authorization Request



Main Menu

Welcome, Renee Boggis (Request Initiator)

NOTE: You have been identified as a department head. For Department Head Main Menu [Click here](#)

NOTE: You have been identified as a unit head. For Unit Head Main Menu [Click here](#)

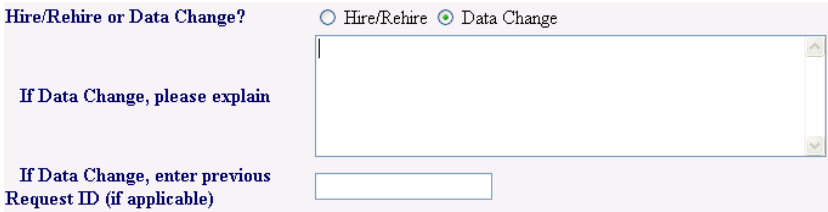
- [Add New Special Payroll Authorization Request](#)
- [Edit Existing Special Payroll Authorization Request](#)
- [Finalize Existing Special Payroll Authorization Request](#)
- [Produce Special Payroll Authorization](#)
- [Cancel Special Payroll Authorization Request](#)
- [View All Pending Special Payroll Authorization Requests](#)
- [View All Finalized Special Payroll Authorization Requests](#)
- [View All Cancelled Special Payroll Authorization Requests](#)
- [Add/Edit Proxies](#)

Special Payroll Authorization Request Help Desk
For additional assistance please feel free to contact us at:
Phone: (860) 486-3033
Email: HRSearchFeedback@uconn.edu

Step 3

Enter the request contact information.

| | |
|------------------------------------|--|
| Request Initiated By | Renee Boggis |
| Request Date (mm/dd/yyyy) | 06/30/2009 |
| Hire/Rehire or Data Change? | <input type="radio"/> Hire/Rehire <input type="radio"/> Data Change |
| Work Department Number | <input type="text"/> |
| Campus/Location | <input type="text"/> |
| Title | <input type="text"/> |
| Type of Work | <input type="text"/> |
| Contact Name | <input type="text"/> |
| Contact Phone Number | (<input type="text"/>) <input type="text"/> - <input type="text"/> |
| Contact Fax Number | (<input type="text"/>) <input type="text"/> - <input type="text"/> |
| Contact Email Address | <input type="text"/> |

| Field | Description |
|---|--|
| Hire/Rehire or Data Change? | Select the type of transaction that is being processed – Hire/Rehire or Data Change. |
| If Data Change, please explain | Enter an explanation of the data change if the transaction type selected is Data Change.  |
| If Data Change, enter previous Request ID (if applicable) | Enter the previous Request ID if the transaction type selected is Data Change and the change being processed is on an authorization that has a previous request in the SPAR Application. |
| Work Department Number | Select the work department number from the drop down menu <input type="text"/> . |
| Campus/Location | Select the work campus/location from the drop down menu <input type="text"/> . |
| Title | Select the title from the drop down menu <input type="text"/> . |
| Type of Work | Select the type of work from the drop down menu <input type="text"/> . |
| Contact Name | Enter the request contact name (first and last). |
| Contact Phone Number | Enter the request contact's phone and fax numbers. Click tab to move from field to field. |
| Contact Fax Number | |
| Contact Email Address | Enter the request contact's entire email address. |

| | |
|---------------|--|
| Step 4 | Review the information entered and click <input type="button" value="NEXT"/> . |
|---------------|--|

| | |
|---------------|------------------------------------|
| Step 5 | Enter the appointment information. |
|---------------|------------------------------------|

| | |
|---------------|--|
| Step 6 | Review the information entered and click <input type="button" value="NEXT"/> . |
|---------------|--|

| | |
|----------------------------------|--|
| State of Connecticut Retiree? | <input type="radio"/> Yes <input type="radio"/> No |
| If yes, Agency Retired From | <input type="text"/> |
| If yes, Year of Retirement | <input type="text"/> |
| Current UConn Employee? | <input type="radio"/> Yes <input type="radio"/> No |
| If yes, Employee Name: | Name: Last <input type="text"/> First <input type="text"/> |
| | Employee list will appear here |
| If yes, Employee Type | <input type="text"/> |
| If yes, Current Appointment Term | <input type="text"/> |
| Results in Dual Employment? | <input type="radio"/> Yes <input type="radio"/> No |

| | |
|--------------------------------|---|
| Compensation | Stipend: \$ <input type="text"/> |
| | Hourly(if applicable): \$ <input type="text"/> |
| Appointment Dates (mm/dd/yyyy) | From: <input type="text"/> To: <input type="text"/> |
| State of Connecticut Retiree? | <input type="radio"/> Yes <input type="radio"/> No |
| Current UConn Employee? | <input type="radio"/> Yes <input type="radio"/> No |
| Results in Dual Employment? | <input type="radio"/> Yes <input type="radio"/> No |

| Field | Description |
|---|---|
| Compensation Stipend Hourly | Enter the stipend and hourly (if applicable) dollar amount. |
| Appointment Dates | Enter the start and end dates (mm/dd/yyyy). |
| State of Connecticut Retiree? If yes, Agency Retired If yes, Year of Retirement | Indicate if the special payroll candidate is a State of Connecticut retiree by selecting <i>yes</i> or <i>no</i> . If the candidate is a retiree, enter the agency retired from and year of retirement. If no, leave blank. |
| Current UConn Employee? If yes, Employee Type If yes, Appointment Term | Indicate if the special payroll candidate is a current UConn employee by selecting <i>yes</i> or <i>no</i> . If the candidate is a current UConn employee, enter the employee type and appointment term. If no, leave blank. |
| Dual Employment | Indicate if the employee holds other state employment which would make this appointment "Dual Employment" by selecting <i>yes</i> or <i>no</i> . |

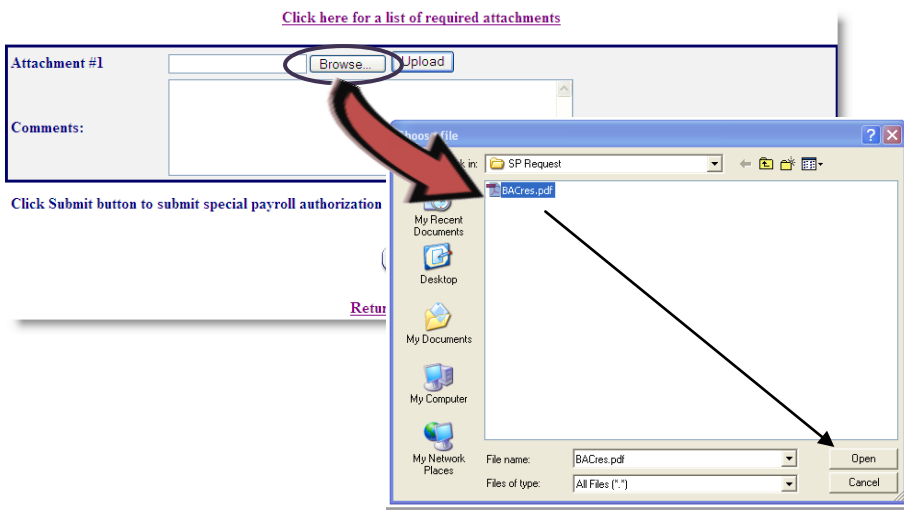
| | |
|---------------|--|
| Step 7 | Enter the appointment funding information. |
| Step 8 | Review the information entered and click <input type="button" value="NEXT"/> . |

| | | |
|--|--|--|
| If Teaching, Course # 1 | Course # <input type="text"/> | Course Name <input type="text"/> |
| | Course Credits <input type="text"/> | Course Stipend \$ <input type="text"/> |
| | <input type="button" value="Add Course"/> | |
| FRS Account 1 | FRS Number <input type="text"/> | \$ from FRS Account \$ <input type="text"/> |
| | <input type="button" value="Add FRS"/> | |
| Name of Hire | Last <input type="text"/> | First <input type="text"/> |
| | Middle <input type="text"/> | |
| Summary of Duties | <input type="text"/> | |
| Justification for Appointment (Impact to Department if Void Not Filled) | <input type="text"/> | |

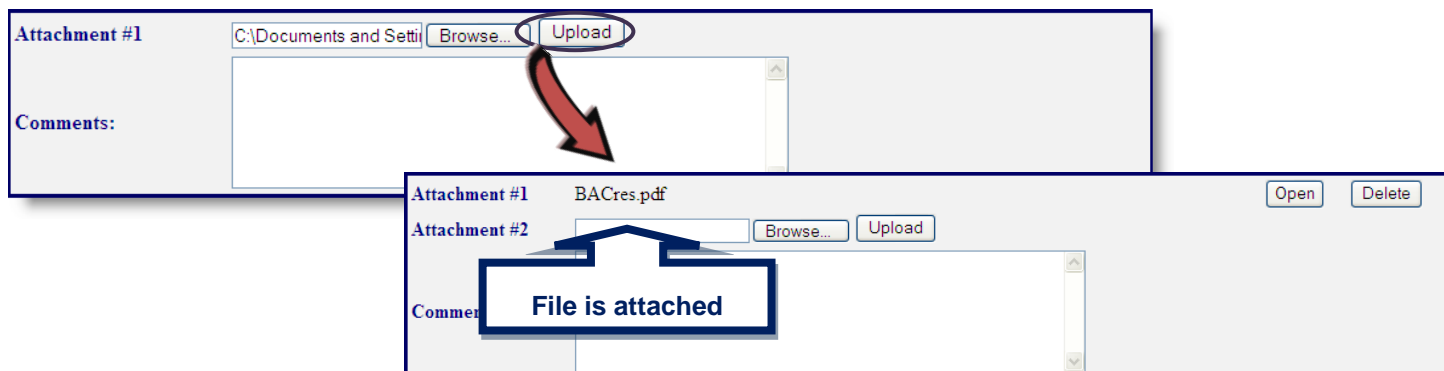
| Field | Description |
|---|---|
| If Teaching, Course #1 Course # Course Name Course Credits Course Stipend | If Teaching is selected as the Type of Work course information will need to be entered. |
| FRS Account | Enter the FRS Account number(s) up to 4 different numbers. For each FRS number, also indicate the percentage of funding from the FRS number. One funding source: FRS Number <input type="text" value="999999"/> % of Funding <input type="text" value="100"/> Split funding: FRS Number <input type="text" value="999999"/> % of Funding <input type="text" value="75"/> FRS Number <input type="text" value="111111"/> % of Funding <input type="text" value="25"/> |
| Name of Hire | Enter the full name of the special payroll candidate (tab to the next field, Last First Middle). If you do not know who you are hiring when initiating the request you may leave these fields blank. |



| | |
|--|---|
| Summary of Duties | |
| Justification for Appointment (Impact to Department if Void Not Filled) | Enter the justification for hiring this individual for this particular special payroll appointment. |

| | |
|----------------|---|
| Step 9 | View the required attachments by clicking Click here for a list of required attachments . |
| Step 10 | Click Browse to locate and select the file for Attachment #1. |
| Step 11 | Select the file and click Open . |



| | |
|----------------|--|
| Step 12 | Click Upload to attach the file to the search request. |
| | Note: Be sure to click Upload . Otherwise, the selected file will not attach to the request. |



| | |
|-----------------------|---|
| <u>Step 13</u> | Add additional attachments as needed by repeating <i>Steps 10-12</i> . |
| <u>Step 14</u> | Click  to submit request to the Department Head. |
| <u>Step 15</u> | Click  to confirm submission to Department Head. |



The screen below is the confirmation for a successful submission to the Department Head. The Request Number (SP2009017 in this example) is referenced in all system communication as the request is processed through approval levels.



University of Connecticut

Special Payroll Authorization Request

Your special payroll authorization request has been submitted to the office of Mike Yon (Department Head of ATHLETICS ADMIN). Your request number is SP2009017

[Return to Main Menu](#)

How do I edit a Special Payroll Authorization Request?

| | |
|----------------------|--|
| <u>Step 1</u> | Log into the <i>Special Payroll Authorization Request</i> application. |
| <u>Step 2</u> | Click Edit Existing Special Payroll Authorization Request . |



Special Payroll Authorization Request



Main Menu

Welcome, Renee Boggis (Request Initiator)

NOTE: You have been identified as a department head. For Department Head Main Menu [Click here](#)

NOTE: You have been identified as a unit head. For Unit Head Main Menu [Click here](#)

- [Add New Special Payroll Authorization Request](#)
- [Edit Existing Special Payroll Authorization Request](#)
- [Finalize Existing Special Payroll Authorization Request](#)
- [Produce Special Payroll Authorization](#)
- [Cancel Special Payroll Authorization Request](#)
- [View All Pending Special Payroll Authorization Requests](#)
- [View All Finalized Special Payroll Authorization Requests](#)
- [View All Cancelled Special Payroll Authorization Requests](#)
- [Add/Edit Proxies](#)

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Email: HRSearchFeedback@uconn.edu

| | |
|---------------|--|
| Step 3 | Select the Request Number from the drop down menu. |
| Step 4 | Click Edit Request Information . |


Edit Existing Special Payroll Authorization Request

Select Request

Current Special Payroll Authorization Requests for Renee Boggis

| REQUEST ID | DEPARTMENT | TITLE |
|------------|---------------------------|---------------------|
| SP0900039 | ATHLETICS SPORTS INFO | PROFESSOR IN RES |
| SP0900038 | ATHLETICS SPORTS MEDICINE | INSTR SPECIALIST |
| SP0900027 | PRESIDENT OFC | ACADEMIC SPECIALIST |
| SP0900024 | ECOLOGY & EVOL BIOLOGY | ADJUNCT FACULTY |
| SP0900021 | ENGLISH | ADJUNCT FACULTY |
| SP0900014 | MODERN & CLASS LANGUAGES | ACADEMIC SPECIALIST |
| SP0900012 | ECOLOGY & EVOL BIOLOGY | ADJUNCT FACULTY |
| SP0900006 | ATHLETICS STRENGTH CTR | ADJUNCT FACULTY |
| SP0900004 | ATHLETICS STRENGTH CTR | ADMIN SPECIALIST |
| SP0900003 | ATHLETICS STRENGTH CTR | RESEARCH SCHOLAR |
| SP0900002 | ATHLETICS TRAINING ROOM | ACADEMIC SPECIALIST |

| | |
|---------------|---|
| Step 5 | Review and edit the Request as needed. Click <input type="button" value="NEXT"/> to move forward pages. |
| Step 6 | Click <input type="button" value="SUBMIT"/> to save the changes and submit to the Department Head. |
| Step 7 | Click <input type="button" value="CONTINUE SUBMIT"/> to confirm submission to Department Head. |

 The screen below is the confirmation for a successful update to the Department Head. The Request Number (SP2009017 in this example) is referenced in all system communication as the request is processed through approval levels.



University of
Connecticut

Special Payroll Authorization Request

Your special payroll authorization request has been submitted to the office of Mike Yon (Department Head of ATHLETICS ADMIN). Your request number is SP2009017

[Return to Main Menu](#)

Back to the top

How do I finalize a Special Payroll Authorization Request?

Name of Hire Known at Request Initiation

| | |
|---------------|--|
| Step 1 | Log into the <i>Special Payroll Authorization Request</i> application. |
| Step 2 | Click Finalize Existing Special Payroll Authorization Requests |



Special Payroll Authorization Request



Main Menu

Welcome, Renee Boggis (Request Initiator)

NOTE: You have been identified as a department head. For Department Head Main Menu [Click here](#)

NOTE: You have been identified as a unit head. For Unit Head Main Menu [Click here](#)

- [Add New Special Payroll Authorization Request](#)
- [Edit Existing Special Payroll Authorization Request](#)
- [Finalize Existing Special Payroll Authorization Request](#)
- [Produce Special Payroll Authorization](#)
- [Cancel Special Payroll Authorization Request](#)
- [View All Pending Special Payroll Authorization Requests](#)
- [View All Finalized Special Payroll Authorization Requests](#)
- [View All Cancelled Special Payroll Authorization Requests](#)
- [Add/Edit Proxies](#)

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| | |
|---------------|--|
| Step 3 | Select Request # to Finalize and Click <input type="button" value="Finalize Request"/> |
|---------------|--|

Finalize Special Payroll Authorization Request

Select Request to Finalize:

Finalize Request

Requests for Renee Boggis

| REQUEST ID | DEPARTMENT | TITLE |
|------------|------------------------|---------------------|
| SP0900033 | ECOLOGY & EVOL BIOLOGY | ACADEMIC SPECIALIST |
| SP0900032 | ATHLETICS SPORTS OPER | RESEARCH SPECIALIST |
| SP0900030 | ECOLOGY & EVOL BIOLOGY | ADJUNCT FACULTY |

Step 4

Verify that the correct Request # was selected to Finalize and Click

Finalize Request

Are you sure you want to finalize Special Payroll Authorization Request SP0900032 (RESEARCH SPECIALIST)? If yes, click "Finalize Request" button.

Finalize Request

Step 5

Verify that the Request # was finalized.

Request Number SP0900032 has been finalized. Thank you.

[Return to Main Menu](#)

Name of Hire Not Known at Request Initiation

| | |
|----------------------|---|
| <u>Step 1</u> | Log into the Special Payroll Authorization Request application. |
| <u>Step 2</u> | Click Finalize Existing Special Payroll Authorization Requests |



Special Payroll Authorization Request



Main Menu

Welcome, Renee Boggis (Request Initiator)

NOTE: You have been identified as a department head. For Department Head Main Menu [Click here](#)

NOTE: You have been identified as a unit head. For Unit Head Main Menu [Click here](#)

- [Add New Special Payroll Authorization Request](#)
- [Edit Existing Special Payroll Authorization Request](#)
- [Finalize Existing Special Payroll Authorization Request](#)
- [Produce Special Payroll Authorization](#)
- [Cancel Special Payroll Authorization Request](#)
- [View All Pending Special Payroll Authorization Requests](#)
- [View All Finalized Special Payroll Authorization Requests](#)
- [View All Cancelled Special Payroll Authorization Requests](#)
- [Add/Edit Proxies](#)

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| | |
|----------------------|--|
| <u>Step 3</u> | Select Request # to Finalize and Click <input type="button" value="Finalize Request"/> |
|----------------------|--|

Finalize Special Payroll Authorization Request

Select Request to Finalize:

Finalize Request

Requests for Renee Boggis

| REQUEST ID | DEPARTMENT | TITLE |
|------------|------------------------|---------------------|
| SP0900033 | ECOLOGY & EVOL BIOLOGY | ACADEMIC SPECIALIST |
| SP0900032 | ATHLETICS SPORTS OPER | RESEARCH SPECIALIST |
| SP0900030 | ECOLOGY & EVOL BIOLOGY | ADJUNCT FACULTY |

| | |
|---------------|-------------------------------|
| Step 4 | Enter Hire Information |
|---------------|-------------------------------|

Hire Information for Request SP0900033

| | |
|-------------------------------|--|
| State of Connecticut Retiree? | <input type="radio"/> Yes <input type="radio"/> No |
| Current UConn Employee? | <input type="radio"/> Yes <input type="radio"/> No |
| Results in Dual Employment? | <input type="radio"/> Yes <input type="radio"/> No |

Hire Information for Request SP0900033

| | |
|-------------------------------|---|
| State of Connecticut Retiree? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Current UConn Employee? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Name of Hire | Last <input style="width: 80px;" type="text"/> First <input style="width: 80px;" type="text"/> Middle <input style="width: 80px;" type="text"/> |
| Results in Dual Employment? | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Next

| Field | Description |
|---|--|
| State of Connecticut Retiree? If yes, Agency Retired If yes, Year of Retirement | Indicate if the special payroll candidate is a State of Connecticut retiree by selecting <i>yes</i> or <i>no</i> . If the candidate is a retiree, enter the agency retired from and year of retirement. If no, leave blank. |

| | |
|---|---|
| <p>Current UConn Employee?</p> <p>If yes, Employee Type</p> <p>If yes, Appointment Term</p> | <p>Indicate if the special payroll candidate is a current UConn employee by selecting <i>yes</i> or <i>no</i>.</p> <p>If the candidate is a current UConn employee, enter the employee type and appointment term. If no, leave blank.</p> <p>*If the candidate is not a current UConn employee, enter the candidate name in the text field.</p> |
| <p>Dual Employment</p> | <p>Indicate if the employee holds other state employment which would make this appointment "Dual Employment" by selecting <i>yes</i> or <i>no</i>.</p> |

| | |
|----------------------|---|
| <p>Step 5</p> | <p>Click <input type="button" value="Next"/></p> |
| <p>Step 6</p> | <p>Confirm that you want to finalize the request and click Finalize Request button.</p> |

Hire Information for Request SP0900033

| | |
|--------------------------------------|---------------------------------------|
| <p>State of Connecticut Retiree?</p> | <p>No</p> |
| <p>Current UConn Employee?</p> | <p>No</p> |
| <p>Name of Hire</p> | <p>Last Smith First Robert Middle</p> |
| <p>Results in Dual Employment?</p> | <p>No</p> |

Are you sure you want to finalize Special Payroll Authorization Request SP0900033 (ACADEMIC SPECIALIST)? If yes, click "Finalize Request" button.

| | |
|----------------------|--|
| <p>Step 5</p> | <p>Verify information entered on payroll authorization is correct and click <input type="button" value="Produce Authorization"/></p> |
|----------------------|--|

Verify all information is correct. Click "Produce Authorization" button to create Special Payroll Authorization.

How do I view pending Special Payroll Authorization Requests?

| | |
|---------------|--|
| Step 1 | Log into the <i>Special Payroll Authorization Request</i> application. |
| Step 2 | Click View All Pending Special Payroll Authorization Requests . |



Special Payroll Authorization Request



Main Menu

Welcome, Renee Boggis (Request Initiator)

NOTE: You have been identified as a department head. For Department Head Main Menu [Click here](#)

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- [Add New Special Payroll Authorization Request](#)
- [Edit Existing Special Payroll Authorization Request](#)
- [Finalize Existing Special Payroll Authorization Request](#)
- [Produce Special Payroll Authorization](#)
- [Cancel Special Payroll Authorization Request](#)
- [View All Pending Special Payroll Authorization Requests](#)
- [View All Finalized Special Payroll Authorization Requests](#)
- [View All Cancelled Special Payroll Authorization Requests](#)
- [Add/Edit Proxies](#)

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How do I view finalized Special Payroll Authorization Requests?

| | |
|---------------|--|
| Step 1 | Log into the <i>Special Payroll Authorization Request</i> application. |
| Step 2 | Click View All Finalized Special Payroll Authorization Requests . |



University of
Connecticut

Special Payroll Authorization Request



Main Menu

Welcome, Renee Boggis (Request Initiator)

NOTE: You have been identified as a department head. For Department Head Main Menu [Click here](#)

NOTE: You have been identified as a unit head. For Unit Head Main Menu [Click here](#)

- [Add New Special Payroll Authorization Request](#)
- [Edit Existing Special Payroll Authorization Request](#)
- [Finalize Existing Special Payroll Authorization Request](#)
- [Produce Special Payroll Authorization](#)
- [Cancel Special Payroll Authorization Request](#)
- [View All Pending Special Payroll Authorization Requests](#)
- [View All Finalized Special Payroll Authorization Requests](#)
- [View All Cancelled Special Payroll Authorization Requests](#)
- [Add/Edit Proxies](#)

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How do I view cancelled Special Payroll Authorization Requests?

| | |
|---------------|--|
| Step 1 | Log into the <i>Special Payroll Authorization Request</i> application. |
| Step 2 | Click View All Cancelled Special Payroll Authorization Requests . |



University of
Connecticut

Special Payroll Authorization Request



Main Menu

Welcome, Renee Boggis (Request Initiator)

NOTE: You have been identified as a department head. For Department Head Main Menu [Click here](#)

NOTE: You have been identified as a unit head. For Unit Head Main Menu [Click here](#)

- [Add New Special Payroll Authorization Request](#)
- [Edit Existing Special Payroll Authorization Request](#)
- [Finalize Existing Special Payroll Authorization Request](#)
- [Produce Special Payroll Authorization](#)
- [Cancel Special Payroll Authorization Request](#)
- [View All Pending Special Payroll Authorization Requests](#)
- [View All Finalized Special Payroll Authorization Requests](#)
- [View All Cancelled Special Payroll Authorization Requests](#)
- [Add/Edit Proxies](#)

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How do I add/edit proxies?

| | |
|---------------|--|
| Step 1 | Log into the <i>Special Payroll Authorization Request</i> application. |
| Step 2 | Click Add/Edit Proxies |



University of
Connecticut

Special Payroll Authorization Request



Main Menu

Welcome, Renee Boggis (Request Initiator)

NOTE: You have been identified as a department head. For Department Head Main Menu [Click here](#)

NOTE: You have been identified as a unit head. For Unit Head Main Menu [Click here](#)

- [Add New Special Payroll Authorization Request](#)
- [Edit Existing Special Payroll Authorization Request](#)
- [Finalize Existing Special Payroll Authorization Request](#)
- [Produce Special Payroll Authorization](#)
- [Cancel Special Payroll Authorization Request](#)
- [View All Pending Special Payroll Authorization Requests](#)
- [View All Finalized Special Payroll Authorization Requests](#)
- [View All Cancelled Special Payroll Authorization Requests](#)
- [Add/Edit Proxies](#)

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| | |
|---------------|--|
| Step 3 | Click <input type="button" value="Add Another Proxy"/> |
| Step 4 | Enter NetID of Proxy and Select Permissions from drop down menu. |

| | Proxy NetID | Permissions | | |
|----------|---------------------------------------|---|-----------------------|---------------------------------------|
| Proxy #1 | <input type="text" value="kem03001"/> | Editor <input type="button" value="v"/> | Kimberly E Mattessich | <input type="button" value="Delete"/> |
| Proxy #2 | <input type="text" value="sdh98001"/> | Approver <input type="button" value="v"/> | Scott Nixon | <input type="button" value="Delete"/> |
| Proxy #3 | <input type="text"/> | <input type="button" value="v"/> | | |

| | |
|---------------|--|
| Step 5 | Confirm that you want to update your proxies and click <input type="button" value="Update Proxies"/> |
|---------------|--|

**Are you sure you want to update your proxies?
If you are sure you want to allow the above employees access to your searches, click "Update Proxies" below.**