

## **Proxy Supervisor Sign On**

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1. Log in to InsideND and search for 'ultratime' in the search bar.



2. Click on UltraTime: Supervisor Login.



3. From the main menu page, clock on **Proxy Supervisor Sign On**.

UltraView
Pending Absence Requests
Reports
Payroll
Approve My Payroll
My FOAPALS
Terminated Employees
Proxy Supervisor Sign On
Proxy/Back Up Emulate a user you are a proxy for
Training Videos

4. Use the **drop down** to select the supervisor for which you are going to act as proxy and click **Apply**.

Select User to Emulate			
User: Supervisor, Sarah 🔻			
Apply	Restore	Exit	

5. Now when you click on **UltraView**, this will take you to the **other supervisor's** employees and their time.