Becoming a Proxy

TRIP

IRIS
Integrated Resource Information System
What is a Proxy?

A Proxy is an individual that has been assigned the responsibility of creating travel requests and travel expense reports on behalf of a traveler or a group of travelers in Trip.

If you need assistance determining whom should be on your listing, get with your supervisor or budget officer.
Log in to myUK

Trip is an SAP solution for processing travel requests and expense reports electronically. Trip can be accessed through HR Employee Self Service through myUK.

Click myUK from the UK Home Page

Login to myUK using your SAP User ID and password
Click on Employee Self Service (ESS)

Click on Travel and Expenses
On Behalf Of

As a Proxy, the listing of travelers for whom you manage travel documents is located under On Behalf Of.

Click the On Behalf Of link.
On Behalf Of Employee List

The Employee List screen will open containing all of the employees that have been added to your employee list previously. If you have not added employees before, the list will be blank.

Click Add Employee(s) to add an employee to your Employee List.
On Behalf Of – Add Employee

The Employee search for TRIP is driven from the employee’s Personnel Number.

Click the search key if you do not know the employee’s Personnel Number.
Enter search criteria. Remember to use the asterisks if you are entering a portion of the name.

Click Start Search.
(On Behalf Of – Add Employee)

If more than 1 result is found, click on the grey box to the left of the correct name to highlight the employee.

Click OK.

<table>
<thead>
<tr>
<th>Empl/App Name</th>
<th>Personnel</th>
<th>Pers. subarea</th>
<th>EE</th>
<th>EE subarea</th>
<th>Company</th>
<th>Cost Center</th>
<th>Org.</th>
<th>Org. key</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samuel Newcomb</td>
<td>1000</td>
<td>0001</td>
<td>A</td>
<td>03</td>
<td>UK00</td>
<td>39000</td>
<td>0001</td>
<td>00013033</td>
<td></td>
</tr>
<tr>
<td>Samuel Newcomb</td>
<td>1000</td>
<td>0001</td>
<td>A</td>
<td>03</td>
<td>UK00</td>
<td>1012062</td>
<td>30000</td>
<td>0001</td>
<td>22000034</td>
</tr>
</tbody>
</table>
On Behalf Of – Add Employee

Verify the Personnel No. is correct.

Click OK.
The employee is now added to your listing and you may start processing travel requests and expense reports immediately.
On Behalf Of – Remove Employee

At times, it may be necessary to remove an employee from your On Behalf Of Employee List.

Click on the grey selection box to the left of the employee.

Click on Remove Employee(s).
On Behalf Of – Remove Employee

The employee will be removed from your Employee List immediately.

NOTE: Removing an employee from your Employee List does not effect trips in progress or the trip history of the employee in SAP.