



Instructions	
A proxy may be needed when an assigned user will be out of the office for an extended period and will be unable to perform the assigned tasks in the PeopleAdmin workflow. To avoid potential disruptions in business processes, an HR system administrator may assign temporary roles for another user for a defined period. When that time expires, the temporary user group will be deactivated. Please complete the following information to request a proxy user be assigned and submit it through ServiceNow PeopleAdmin and I-9 Advantage > PeopleAdmin / USCJobs > General Assistance.	
To Be Completed by the Department	
Name of Temporary Proxy:	
Name of Current User:	
Department:	
College/Division:	
User Role to be Assigned:	
Begin Date:	End Date:
Signature	Date