Employee Self-Service

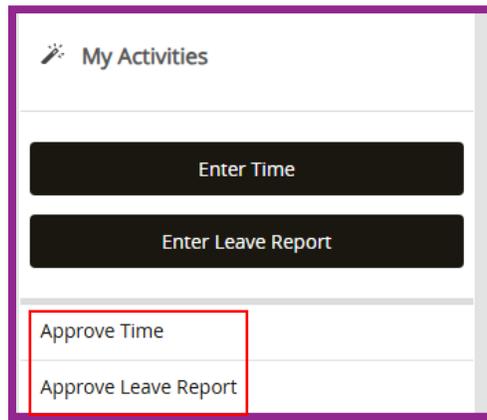# How to Setup a Proxy

Accessing Employee Self-Service

- Open **Self-Service Apps**
- Click the **Employee** tab
- Sign in
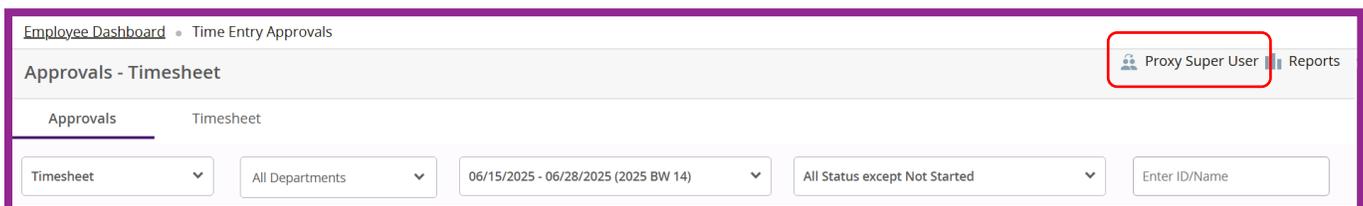
Timesheets and Leave Report Proxies – Proxy Setup

Supervisors are required to review and approve all online Timesheets and Leave Reports for their employees prior to the deadline each pay period. If you will not be able to perform this duty, due to vacation or sick leave, it is your responsibility to schedule one of your proxies to take care of this for you. A Proxy is an approver who you are giving the rights to approve Timesheets and Leave Reports on your behalf.

Employee Dashboard Screen

Under the **My Activities** section of the Employee Dashboard, click the button: **Approve Timesheet** or **Approve Leave Report.**
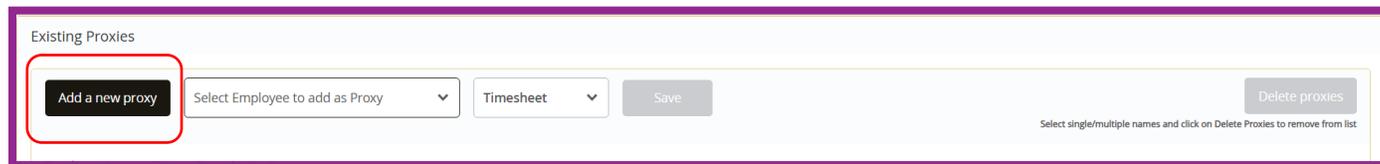

From the Time Entry Approvals page, click the **Proxy Super User** link in the top right corner.

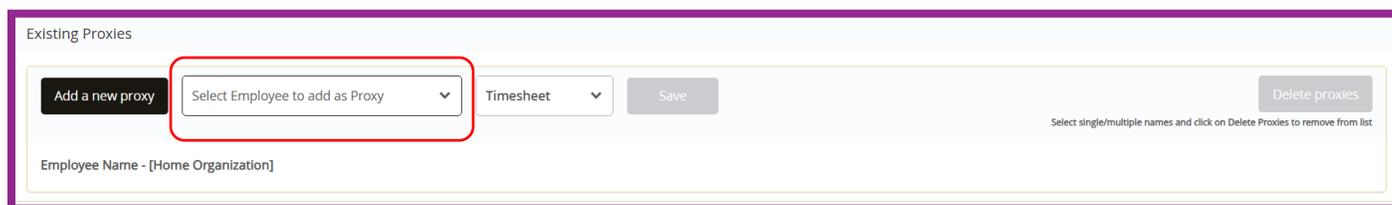Click on the button: Add a new proxy in the Existing Proxies section.

Existing Proxies				
Add a new proxy	Select Employee to add as Proxy ▾	Timesheet ▾	Save	Delete proxies
				Select single/multiple names and click on Delete Proxies to remove from list

Search for the employee that you would like to assign as your Proxy from the drop-down menu and Save. Your Proxy should be another employee who has been granted access as a Time and/or Leave Approver.
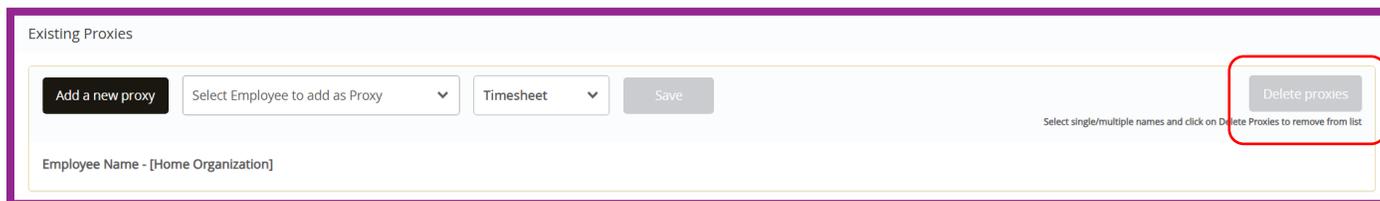
Existing Proxies				
Add a new proxy	Select Employee to add as Proxy ▾	Timesheet ▾	Save	Delete proxies
				Select single/multiple names and click on Delete Proxies to remove from list
Employee Name - [Home Organization]				

Designating a Proxy to approve a Timesheet or Leave Report in your absence does not eliminate your ongoing responsibility to approve time for your employees. The Proxy function is intended only to be used when circumstances such as a vacation or illness prevent you from completing your normal time approving duties before the Pay Period deadline.

Deleting a Proxy

When an Individual is no longer serving as your proxy, they should be removed from your proxy list. To do so, select the check-box next to your Proxy's name and click the button: **Delete Proxies**

Existing Proxies				
Add a new proxy	Select Employee to add as Proxy ▾	Timesheet ▾	Save	Delete proxies
				Select single/multiple names and click on Delete Proxies to remove from list
Employee Name - [Home Organization]				

Approving Timesheets and Leave Reports as a Proxy

If another approver has granted Proxy rights to you, you may approve Timesheets or Leave Reports on their behalf. From the Time Entry Approvals page, click on the **Proxy or Super User** button. On the Proxy or Super User page, there is a section titled **Act as Proxy for**. Your

information will default as the selection and you must use the drop-down to select who you are acting on behalf of. *Click the button:* **Navigate to Time & Leave Approvals application**.

Note: only employees who set you as their proxy on their profile will be visible on the drop-down.

You will now be able to view Timesheets and Leave Reports as a Proxy to review/approve. The Routing and Status section of the reports will note that the approval was made by the Proxy and not the employee's supervisor.