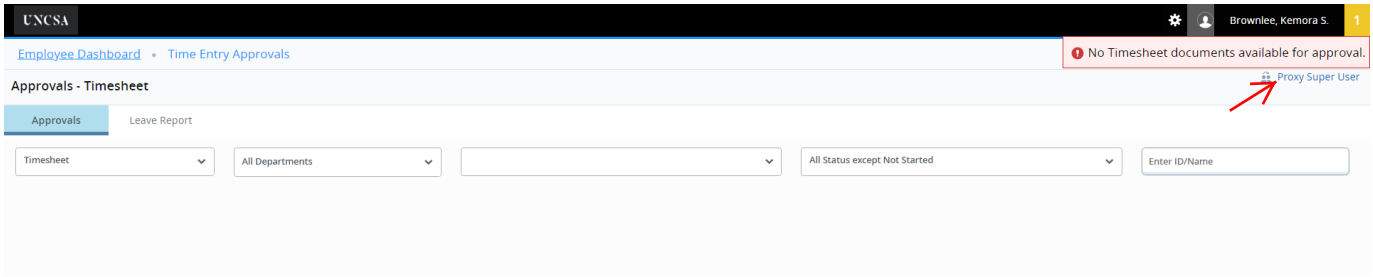
# Proxy Instructions and Setup

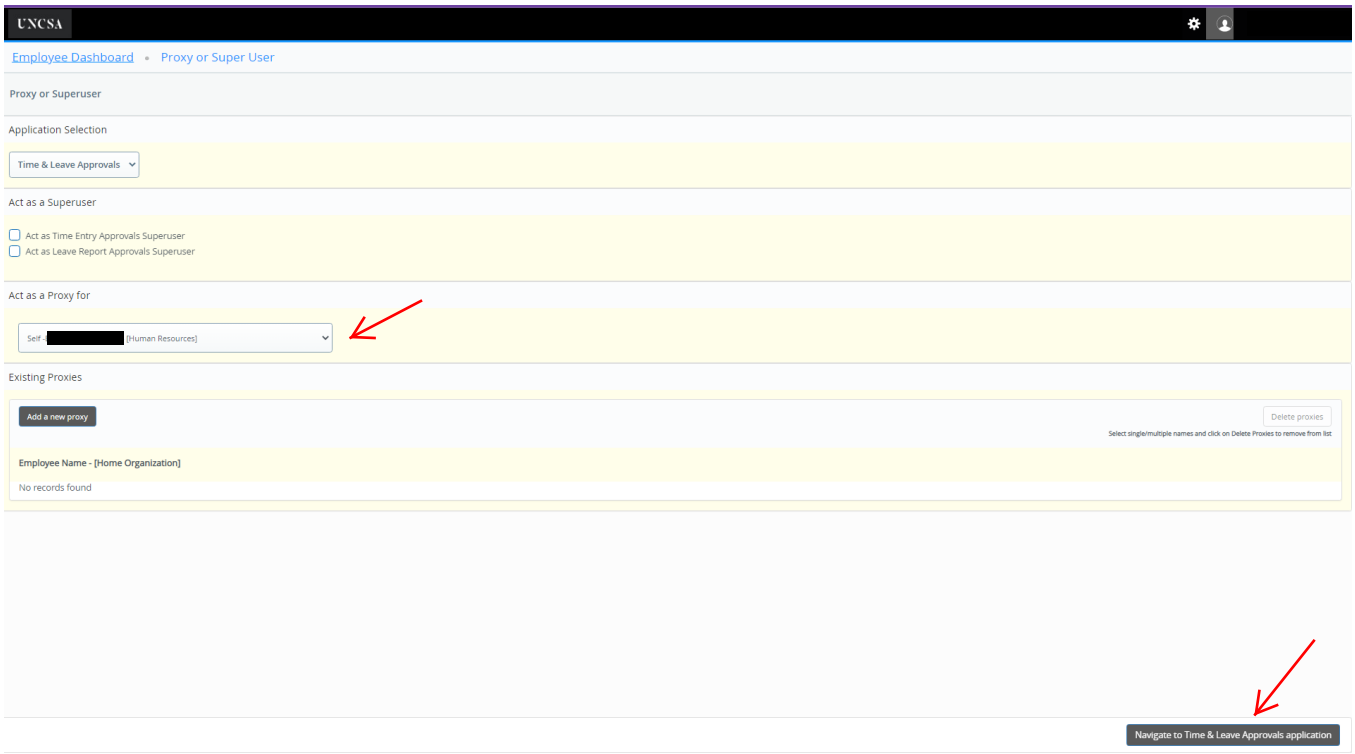
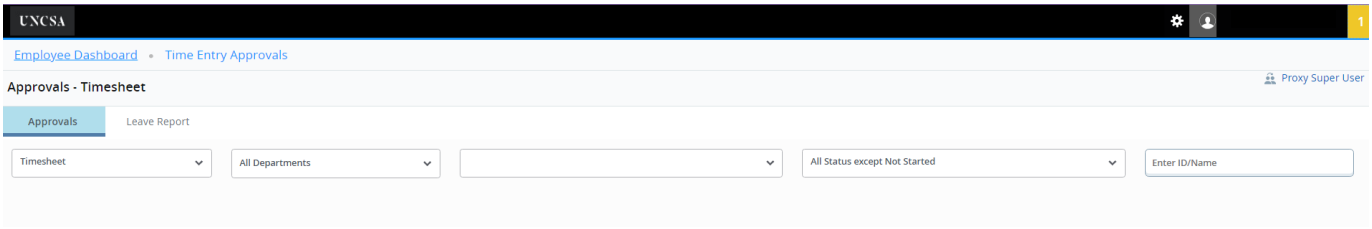
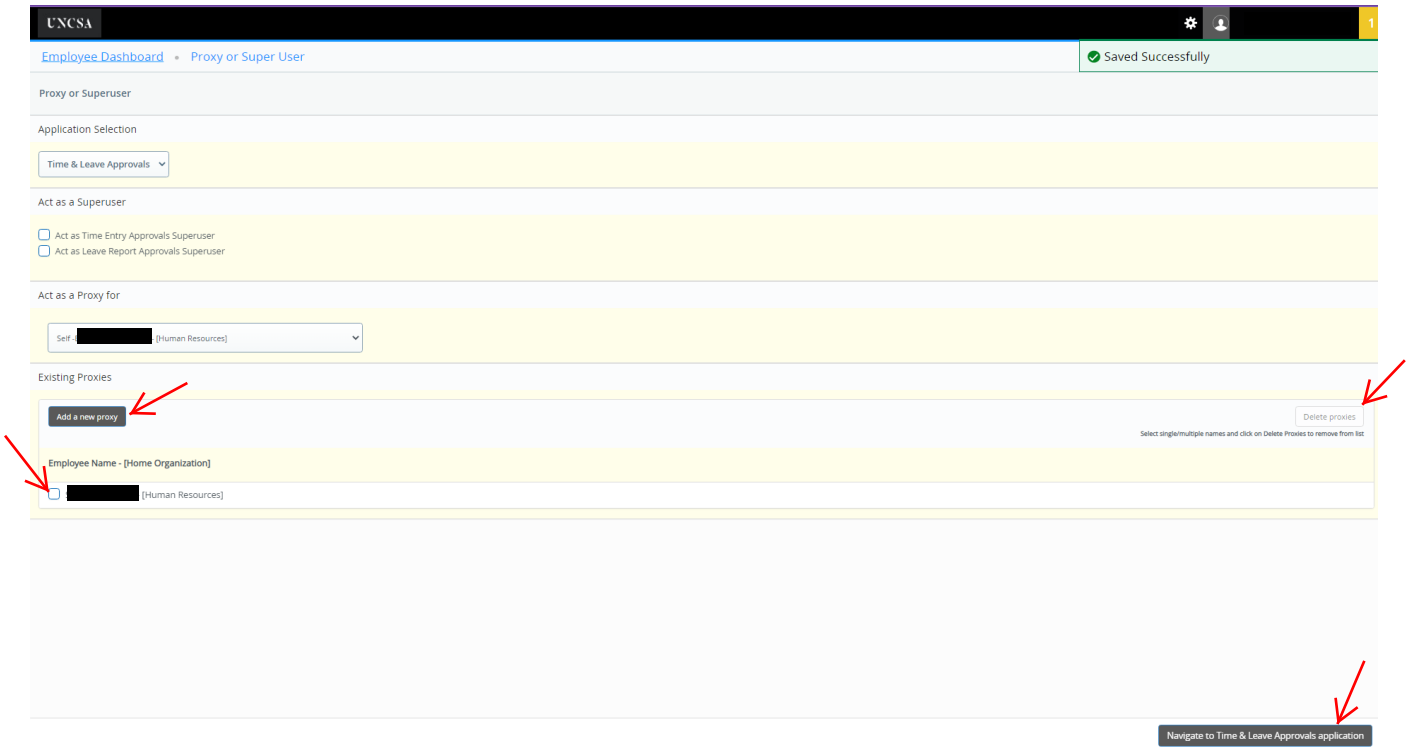
Approve as a Proxy..... Page 1

Proxy Maintenance ..... Page 2

- To access the Proxy module, select "Approve Time" under My Activities" from the Employee Dashboard.
- Select “Proxy Super User”




- From the drop down box, select the employee you with to proxy for.
- Select “Navigate to Time and Leave Approvals application”.
- You should now see the supervisor’s direct report timesheet or leave reports you need to approve.
- See “Supervisors Approval Instructions” guide if you have questions regarding the approval process.



- To add or remove your proxy designations, select “Proxy Super User” from the “Approvals” menu.
- To add a proxy, click the “Add Proxy” button and choose the proxy name from the list. You will see a “Saved Successfully” message in the top right corner after making your proxy selection.
- To delete a proxy, click on the checkbox beside the proxy name. Click on “Delete Proxies”.
- After selecting “Delete Proxies”, you will be asked to verify that you would like to continue with the delete. Select "Yes" at the verification question, you will now see a “Removed Successfully” message in the top right corner.