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"

UNCSA				*	Brownlee, Kemora S. 1
Employee Da	shboard • Time Entry Approvals			No Timesheet doe	cuments available for approval.
Approvals - Ti	mesheet				🙃 Proxy Super User
Approvals	Leave Report				
Timesheet	✓ All Departments	•	✓ All Status except Not Started	♥ Enter ID/	Name

- 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.

UNCSA	* 🗵
Employee Dashboard • Proxy or Super User	
Proxy or Superuser	
Application Selection	
Time & Leave Approvals 💌	
Act as a Superuser	
Act as Time Entry Approvals Superuser Act as Leave Report Approvals Superuser	
Act as a Proxy for	
Self - [Human Resources]	
Existing Proxies	
Add a new proxy	Delete proxies
Employee Name - [Home Organization]	
No records found	
	K
Nat	igate to Time & Leave Approvals application

- 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.

pprovals - Timesheet		🏯 Proxy Sup
Approvals Leave Report		
Timesheet V All Departments V	All Status except Not Started	✓ Enter ID/Name
UNCSA		* •
Employee Dashboard • Proxy or Super User		Saved Successfully
roxy or Superuser		
pplication Selection		
Time & Leave Approvals 👻		
t as a Superuser		
Act as Time Entry Approvals Superuser		
Act as Leave Report Approvals Super-user		
ct as a Proxy for		
Self-d v		
isting Proxies		
Add a new proxy		Delete proxi
		Select single/multiple names and click on Delete Provides to remove from
Employee Name - [Home Organization]		
[Human Resources]		