Proxy Instructions and Setup

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- 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 wish 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.