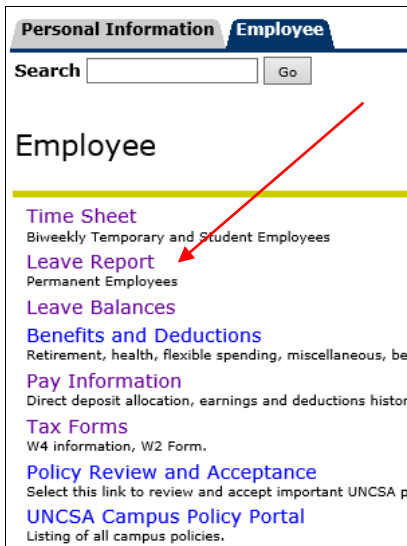


# Leave Report Approver Process

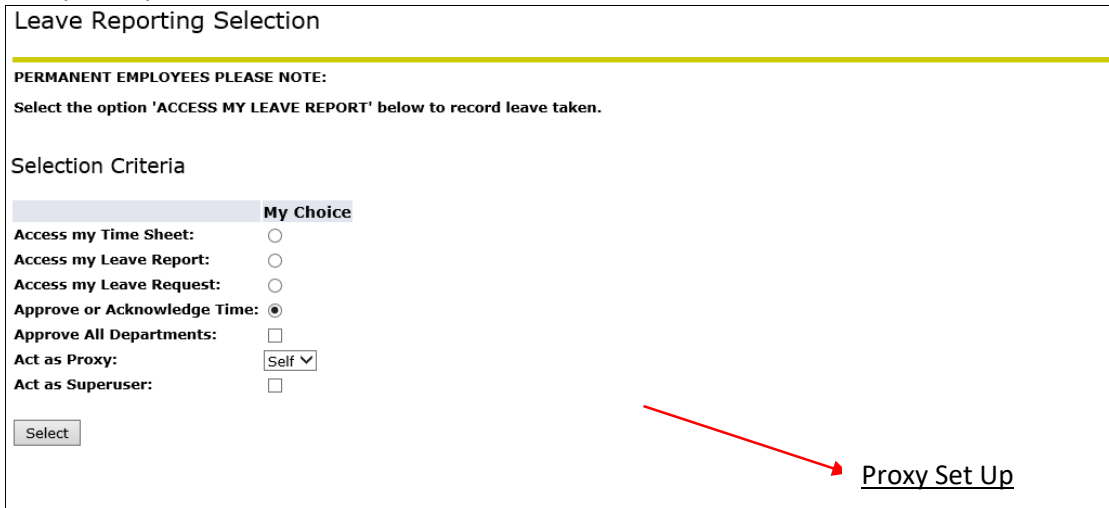
Setting up a Proxy:

1. Click on Leave Report from the Employee menu screen.



The screenshot shows the 'Employee' menu screen. At the top, there are tabs for 'Personal Information' and 'Employee'. Below the tabs is a search bar with a 'Go' button. The main content area lists several menu items: 'Time Sheet' (with a sub-link for 'Biweekly Temporary and Student Employees'), 'Leave Report' (with a sub-link for 'Permanent Employees'), 'Leave Balances', 'Benefits and Deductions' (with a sub-link for 'Retirement, health, flexible spending, miscellaneous, be'), 'Pay Information' (with a sub-link for 'Direct deposit allocation, earnings and deductions histor'), 'Tax Forms' (with a sub-link for 'W4 information, W2 Form.'), 'Policy Review and Acceptance' (with a sub-link for 'Select this link to review and accept important UNCSA p'), and 'UNCSA Campus Policy Portal' (with a sub-link for 'Listing of all campus policies.'). A red arrow points to the 'Leave Report' link.

2. Click on Proxy Set Up, located in the center of the screen.

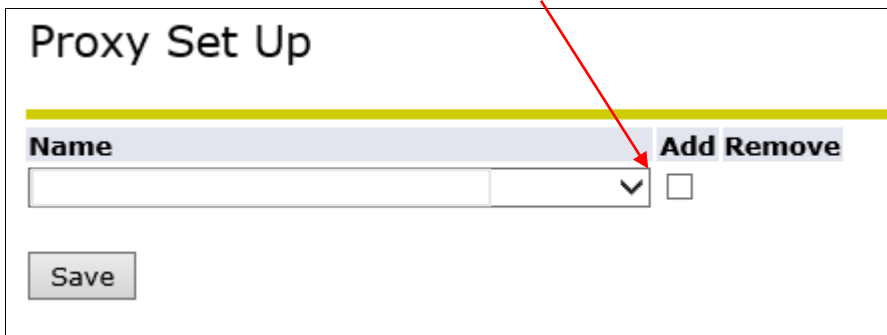


The screenshot shows the 'Leave Reporting Selection' screen. At the top, there is a yellow horizontal line. Below the line, there is a section titled 'PERMANENT EMPLOYEES PLEASE NOTE:' with the text 'Select the option 'ACCESS MY LEAVE REPORT' below to record leave taken.' Below this is a section titled 'Selection Criteria' with a table of options:

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Below the table is a 'Select' button. A red arrow points from the 'Select' button to the 'Proxy Set Up' link at the bottom right of the screen.

3. Select the employee name designated to be your proxy from the drop down list
4. Select the check box under Add and then click Save



The screenshot shows the 'Proxy Set Up' screen. At the top, there is a yellow horizontal line. Below the line, there is a table with two columns: 'Name' and 'Add Remove'. The 'Name' column contains a dropdown menu with a checkmark icon. The 'Add Remove' column contains a checkbox. A red arrow points from the 'Add' checkbox to the 'Save' button at the bottom left of the screen.