

SJF Web Time Entry Setting Up/Acting as a Proxy Fish'R'Net Employee Self Service



Go to the Existing Proxies section and click Add a new proxy.



Acting as a Proxy (Approving on another Employee's behalf)

From the Employee Dashboard, click Approve Time		Approve Time
		Approve Leave Report
		Approve Leave Request
Now in the top right corner select Proxy Super User		Proxy Super User
Go to the Act as a Proxy for section.	Act as a Proxy for	
Your name will appear on the first line.		
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Click the down arrow and select the name of the employee who you will be acting as their proxy.	Self	· ·

If you do not see the expected employee name, you have not been set up as their Proxy. If timesheets must be approved call Payroll.

To approve submitted timesheets click Navigate to Time & Leave Approvals application in the lower right corner to the screen.



Once in the Time Entry Approvals section, follow the guidelines for approving submitted timesheets.