

## Designating A Proxy

A proxy can be set up to allow another person to approve time if the Supervisor is not available. The proxy must be able to verify the employee has worked and the hours submitted.

It is important your employees know who is your proxy in case you are not able to approve timesheets in accordance to the published schedule. You are responsible for notifying your employees who your proxy is.

From the Time Reporting Selection page, click the **Proxy Set Up** link at the bottom of the page.

### Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select

#### Selection Criteria

	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"/>

Select  
**Proxy Set Up**

The **Proxy Set Up** page will display. Select the drop down arrow to display a list of users available to be proxies. Scroll through the list until the name/user id of the proxy is found.

### Proxy Set Up

Name	Add	Remove
Erin O'Connor, OCONNOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

[Time Reporting Selection](#)

- Select the desired person.
- Check the **Add** box and click **Save**.

To delete a proxy, check **Remove** and click **Save**.

### Proxy Set Up

Name	Add	Remove
Erin O'Connor, OCONNOR	<input type="checkbox"/>	<input type="checkbox"/>
Kristina C. Abbey, KABBEY	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save