

PROXY SET UP INSTRUCTIONS

In case you are gone when a time sheet needs to be approved, you must set up at least one proxy.

Click on "Employee"

Personal Information

View addresses and phones, ethnicity and race information, and change your PIN.

Student Services

Search the Catalog and Class Schedule, view Class Lists and Student Information

Employee

Benefits, leave or job data, paystubs and W4.

Finance

Create or review financial documents, budget information, approvals.

Then on "Timesheet"

Current Job
Time Sheet
Leave Report

Supervisor Leave Report

Lists all employees current leave balances.



Then click on the "Proxy Set Up" link:

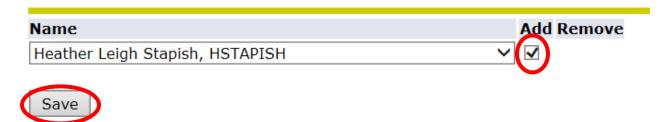
Selection Criteria

	My Choice	
Access my Time Sheet:	0	
Access my Leave Report:	0	
Access my Leave Request:	0	
Approve or Acknowledge Time	: •	
Approve All Departments:		
Act as Proxy:	Self	~
Act as Superuser:		
Select		



Find the appropriate person's name from the drop-down menu, names are listed alphabetically by last name. Check the "Add" box, and click "Save." That's all there is to adding a proxy – please consider adding multiple proxies so that you're sure your employees' timesheets will always get approved!

Proxy Set Up



RELEASE: 8.10