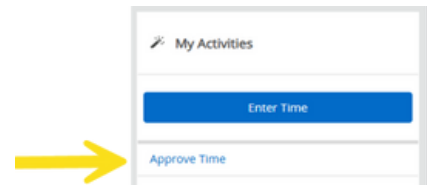


Time Entry - Proxy Features

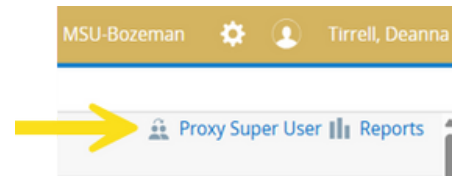
Enter the Approver Page

- From the Employee Dashboard homepage, click Approve Time



Enter the Proxy Page

- Click on Proxy Super User



Act as a Proxy for an Approver



- Click the drop down menu and select the person's name
- Click on the **Navigate to Time & Leave Approvals Application** button on the bottom right
- The top of the approvers homepage will notify you that you are acting as a proxy
- Follow the approval instructions to review and approve time
- NOTE: Your name will appear next to the original approve on the time document

Manage Your Proxies



1. Add a Proxy: Click on **Add proxy**. Search for the person you want. Click **Save**.
2. Remove a Proxy: Click the box next to the person's name.
3. Click the **Delete Proxy** box.