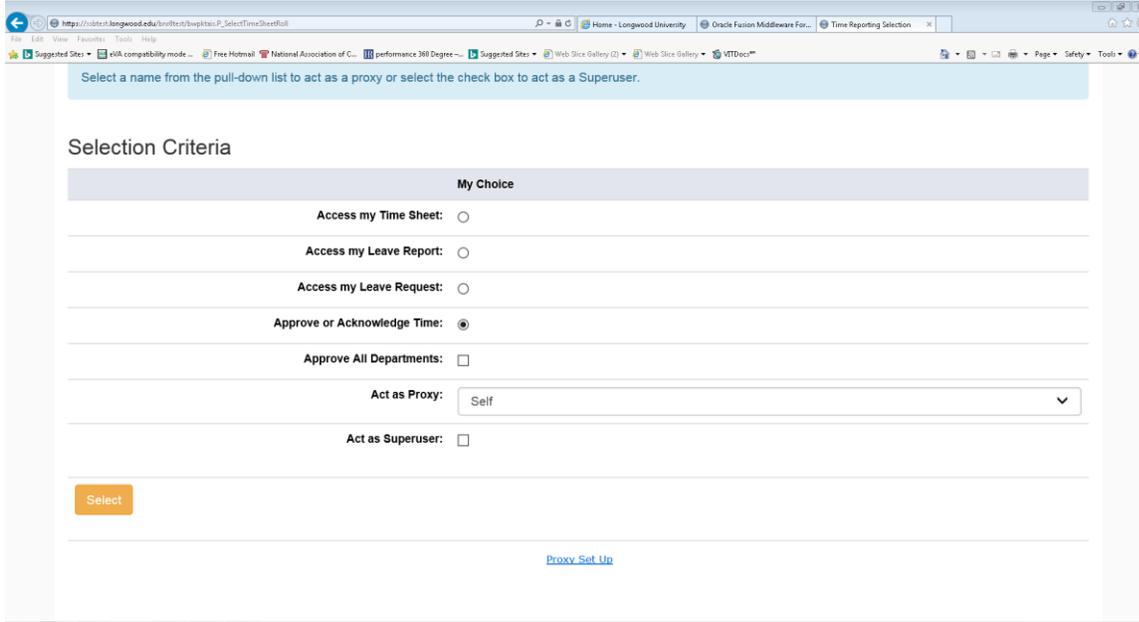


## **Approver Proxy Training**

**All approvers should set-up at least one proxy. Things to know about designating a proxy:**

- **A proxy assumes our approval power.**
- **A proxy should be a full-time employee.**
- **A proxy should be at a position level equal to or higher than your position.**
- **A proxy can only see the employee's time sheet and reported hours.**
- **A proxy should ONLY approve time when requested to do so by the Primary Approver.**
- **A proxy must never approve his/her own time sheet/leave report.**
- **An employee can be made a proxy for more than one approver.**
- **You should notify the proxy when you need them to approve time sheets on your behalf.**

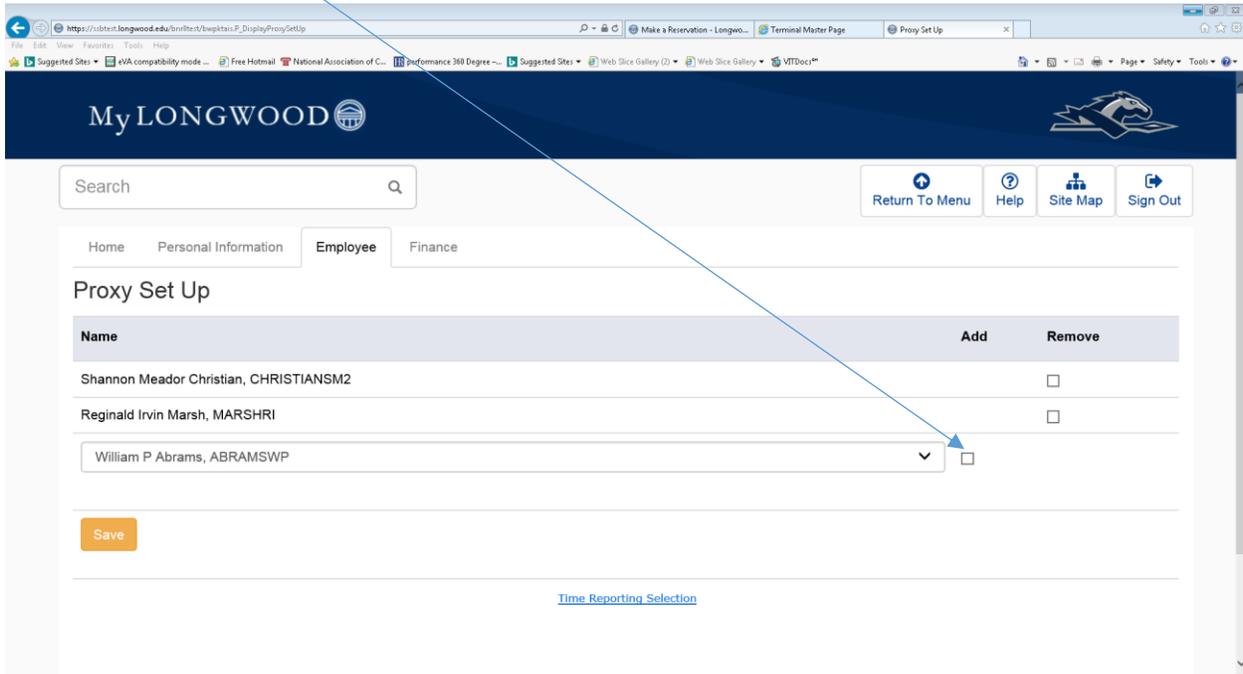
**To designate a proxy. Click on “Proxy Set Up” at the bottom of the Time Reporting Selection Screen**



**The Proxy Set Up screen is displayed. Choose a Proxy from the drop down list of users.**

**Check the “Add” checkbox.**

**Click “Save”.**



**To remove a Proxy, Click the “Remove” Check Box on the set up screen.**

# Acting as a Proxy

From the Time Reporting Selection Screen, go to the “Act as Proxy” and using the drop down arrow, select who you are acting as proxy for (i.e. who is the approver). Click Select.

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

**My Choice**

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

Select

The Selection Screen displays:

My LONGWOOD

Search

Help Site Map Sign Out

Home Personal Information Student Employee

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
L, 405001, Human Resources Office	<input checked="" type="radio"/>	PB, Apr 16, 2017 to Apr 29, 2017

Sort Order

**My Choice**

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select