## **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

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

## Check the "Add" checkbox.

Click "Save".

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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.

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## The Selection Screen displays:

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