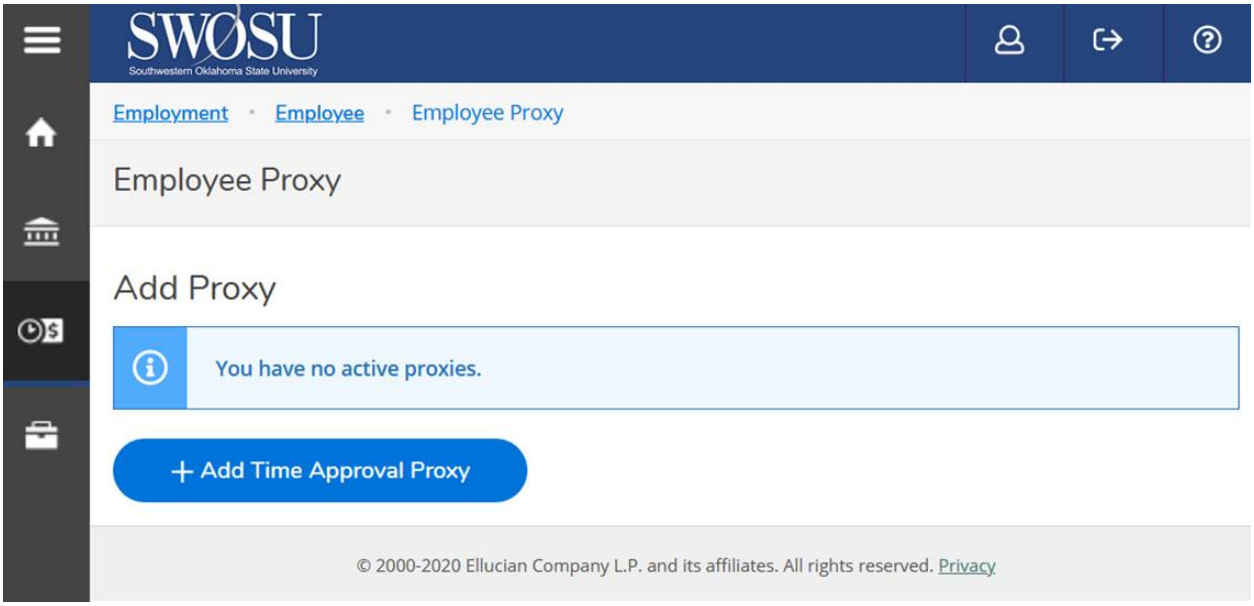
To Add a Proxy Supervisor for Time Approval in Self Service:

Step 1: Sign into single sign on

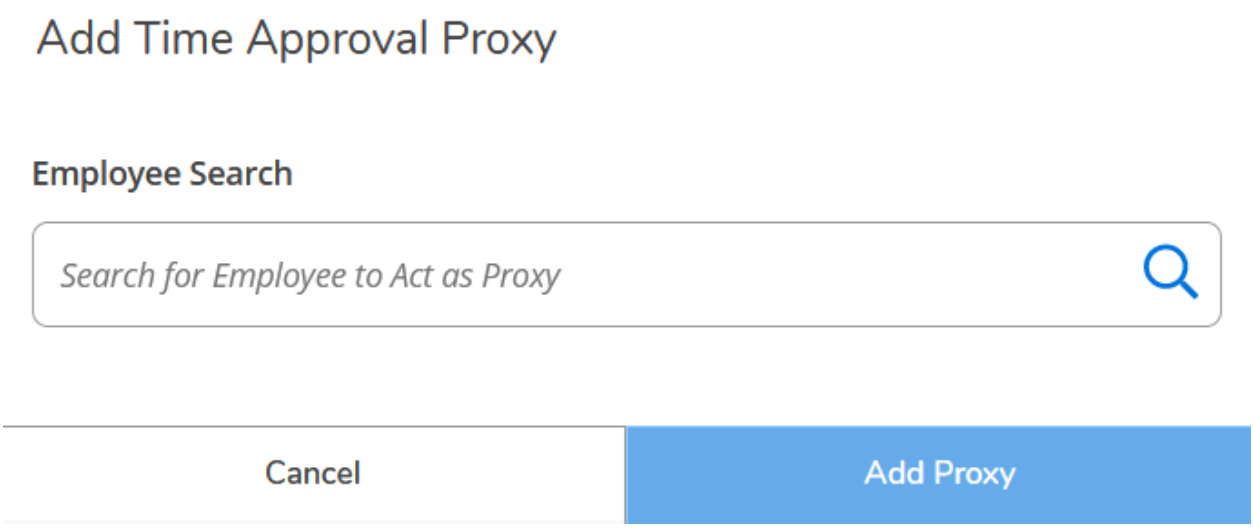
Step 2: Click on Self Service

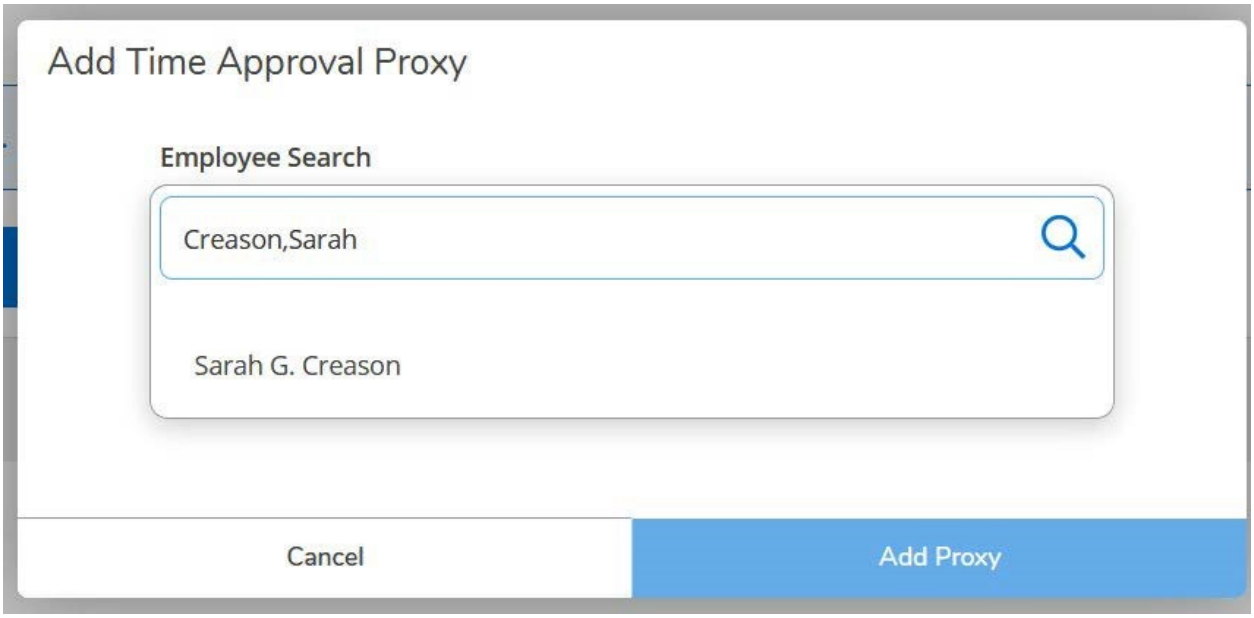
Step 3: Click Employee Icon

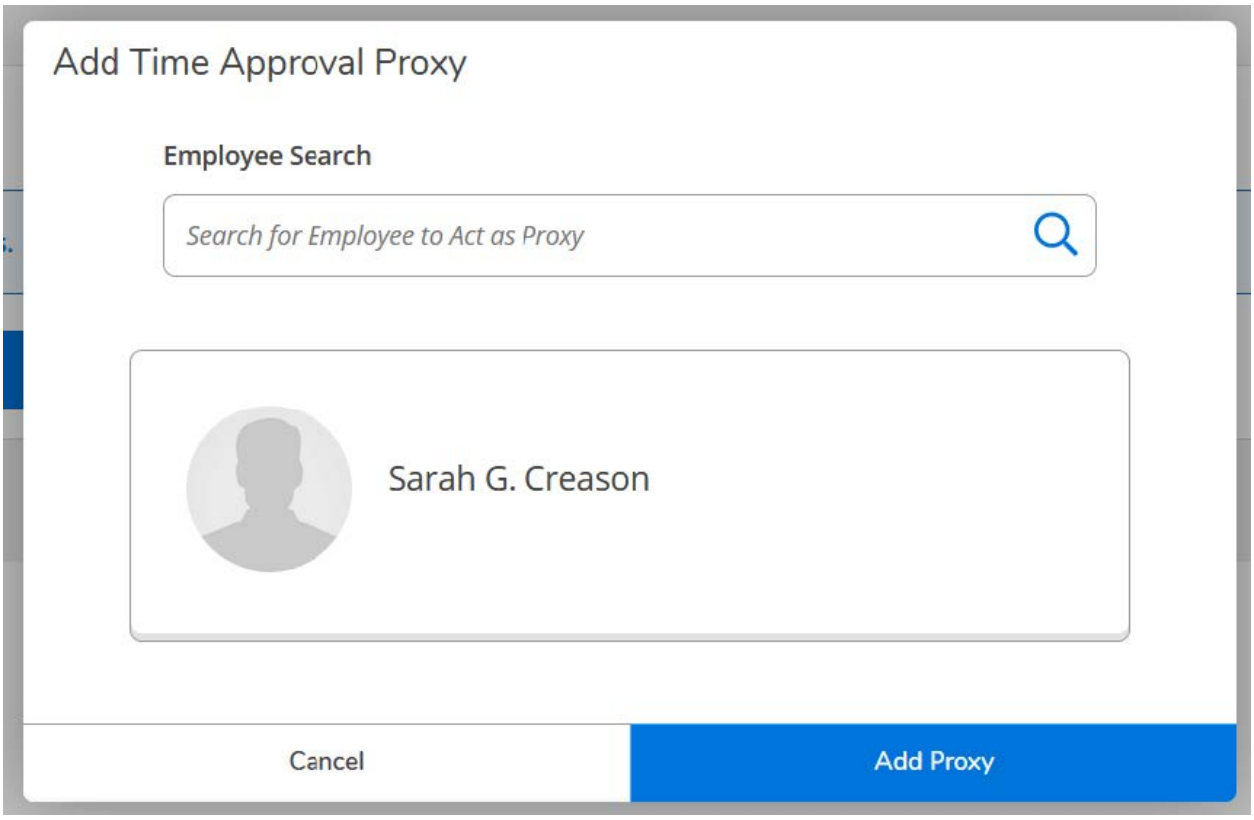
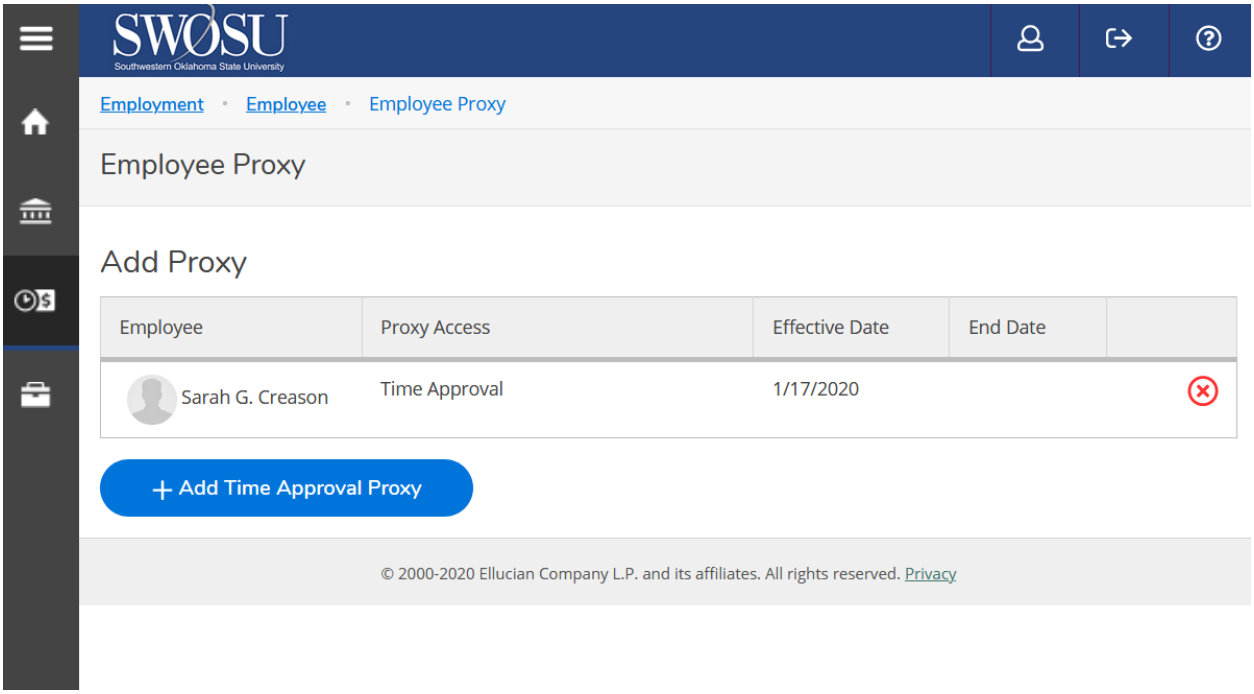
Step 4: Click Employee Proxy



Step 5: Type in the name of the person to make proxy in the search field. The best way to search is to enter the last name comma first name. Be sure to click on the magnify glass to search for the name entered.




Add Time Approval Proxy
Employee Search
Creason,Sarah
Sarah G. Creason
Cancel
Add Proxy


Add Time Approval Proxy
Employee Search
Search for Employee to Act as Proxy
Sarah G. Creason
Cancel
Add Proxy

Step 6: Below shows what it will look like when the proxy has been added. **Please note**, if adding someone to proxy, please be sure to email HR to let us know that they are a proxy so HR can ensure that the proxy has the right security settings to see Time Approval. When it is time to cancel the proxy, press the red "X" next to the name to remove them as proxy. If the proxy is not removed, the proxy employee will always have access to time approval.