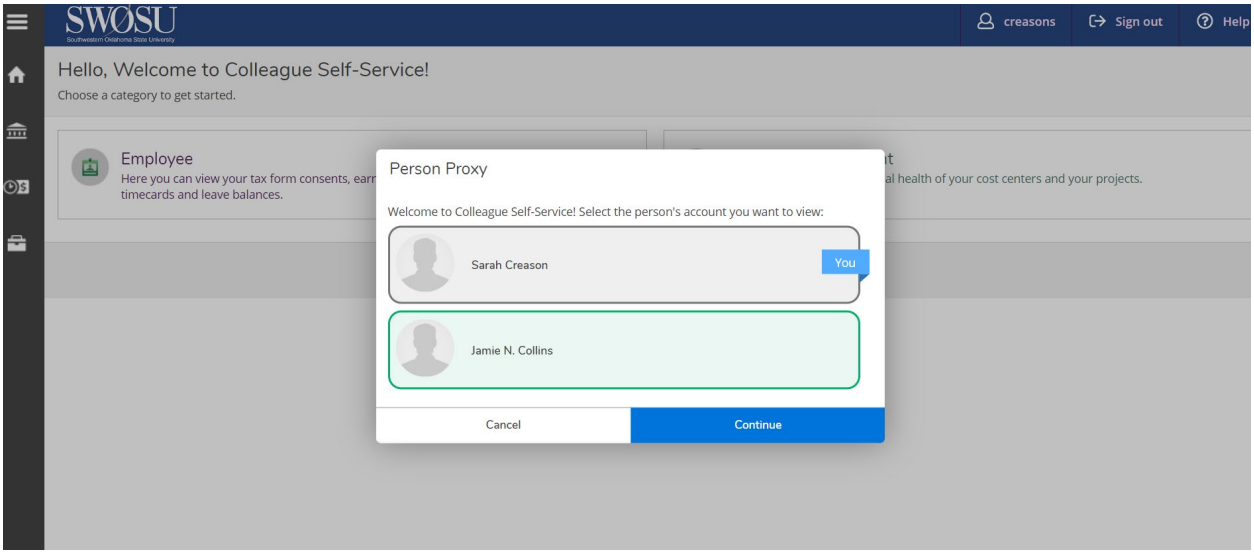
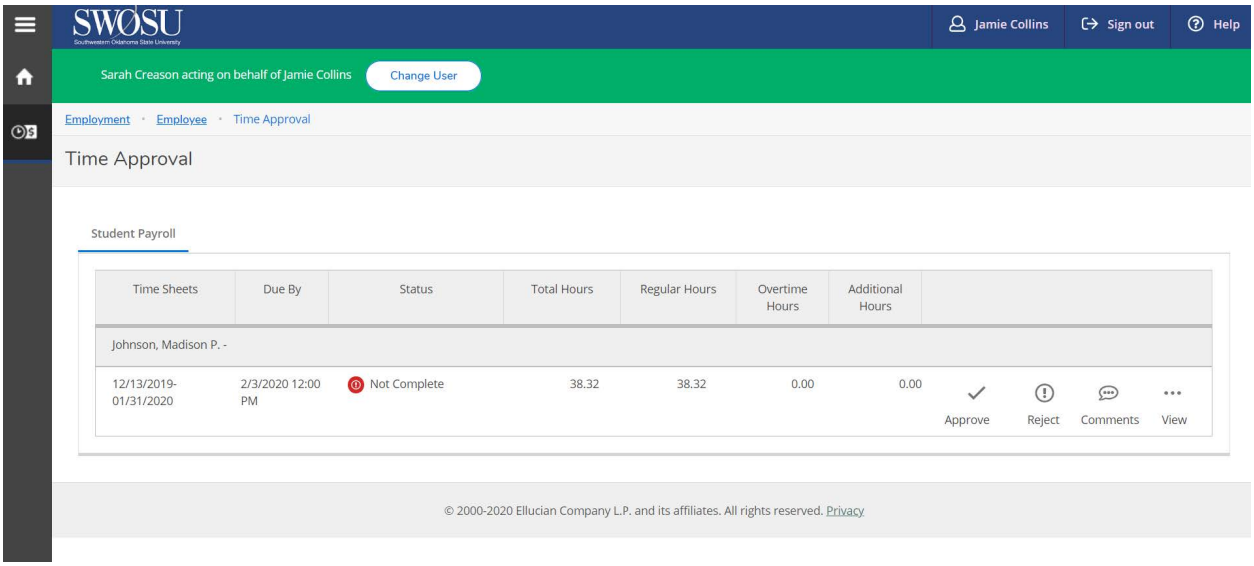
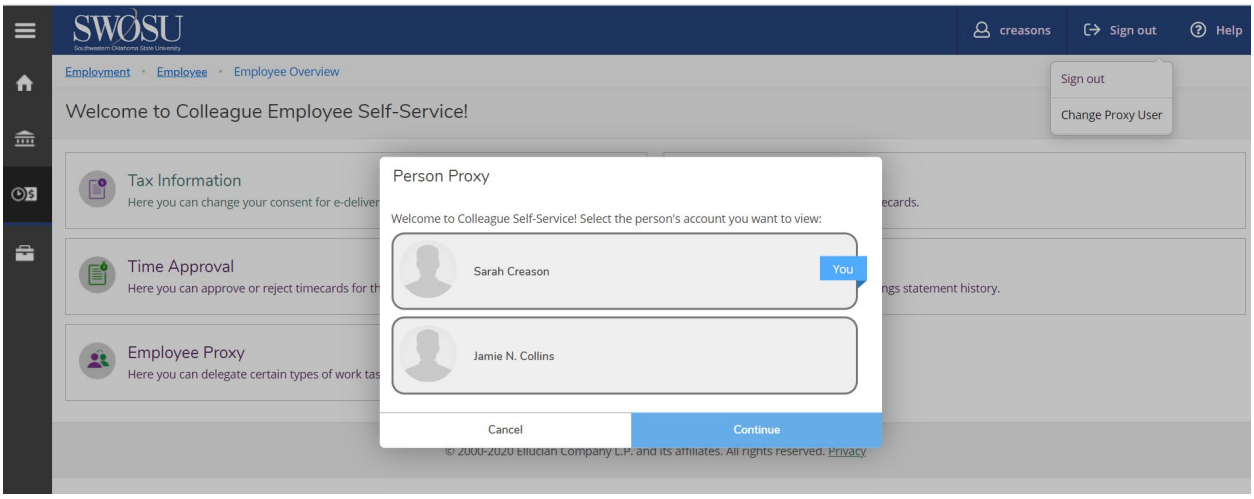
View as a Proxy Supervisor for Time Approval in Self Service:

- When a supervisor has assigned you to proxy supervisor, log into Self Service. The screen below will pop up asking if you would like to log in as yourself or as the supervisor.



- If you are logging in to approve time as proxy, select the supervisor's name. (It will only allow you to see time approval on Self Service, nothing else)
- Now you can view each timesheet and process as necessary.



- If you want to switch back to your profile on Self Service, click the sign out icon, and it will bring a drop down that shows “Sign out” and “Change Proxy User”. You can switch back and forth on the profiles without logging out.