

1. From the employee dashboard click **“Approve Leave report”**

The screenshot shows the 'Employee Dashboard' with a header containing a profile picture and a 'My Profile' button. Below this is a grid of leave balances: Vacation in hours (377.97), Sick in hours (1,819.54), Community Service Leave in hours (21.25), Bonus Leave in hours (40.00), Special Leave in hours (16.00), and Special Annl Leave Bonus 2 in hours (40.00). A link for 'Full Leave Balance Information' is located below the grid. The main content area is divided into two columns. The left column has sections for 'Pay Information' (with sub-links for Latest Pay Stub, All Pay Stubs, Direct Deposit Information, and Deductions History), 'Earnings', and 'Benefits'. The right column has a 'My Activities' section with a blue 'Enter Leave Report' button and two links: 'Approve Time' and 'Approve Leave Report', which is circled in red.

2. Then choose **Proxy Super User**

The screenshot shows the 'Approvals - Leave Report' page. The breadcrumb trail is 'Employee Dashboard > Time Entry Approvals'. The page title is 'Approvals - Leave Report'. In the top right corner, there is a user selection dropdown menu showing 'Proxy Super User' and a 'Reports' icon, which is circled in red. Below the title, there are two tabs: 'Approvals' and 'Leave Report'. A filter bar contains several dropdown menus: 'Leave Report', 'All Departments', '09/25/2023 - 10/22/2023 (2023 L4 11)', and 'All Status except Not Started'. There is also an 'Enter ID/Name' input field. At the bottom, there is a link for 'Distribution Status Report - Leave Report'.

3. From the employee dashboard click on the option **“Add a new proxy.”** Click on the drop-down arrow in the option **“Select Employee to add as Proxy”**, from here you can type the employee’s name that you have selected as your proxy. If the name does not appear send an email message to the Leave Administrator and the name can be added.

Employee Dashboard • Proxy or Super User

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

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Existing Proxies

Add a new proxy Select Employee to add as Proxy ▾ Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

4. Once your selection has been made click on **“Navigate to Time & Leave Approval application.”** This will take you back to your list of timesheets waiting to be approved.

Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals ▾

Act as a Superuser

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

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Navigate to Time & Leave Approvals application

Expect for the proxy setup to take 24-72 hours to update and the designee to have access to all timesheets.