



# PROXY SET UP INSTRUCTIONS

In case you are gone when a time sheet needs to be approved, you must set up at least one proxy.

Click on “Employee”

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## Personal Information

View addresses and phones, ethnicity and race information, and change your PIN.

## Student Services

Search the Catalog and Class Schedule, view Class Lists and Student Information

## Employee

Benefits, leave or job data, paystubs and W4.

## Finance

Create or review financial documents, budget information, approvals.

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Then click on the "Proxy Set Up" link:

### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>

  

Act as Proxy:    
Act as Superuser:

[Proxy Set Up](#)

Find the appropriate person's name from the drop-down menu, names are listed alphabetically by last name. Check the "Add" box, and click "Save." That's all there is to adding a proxy – please consider adding multiple proxies so that you're sure your employees' timesheets will always get approved!

	Add	Remove	Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Heather Leigh Stapish, HSTAPISH