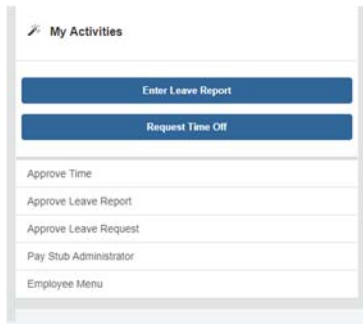


# Setting up a Proxy for Web Time Entry Approvals

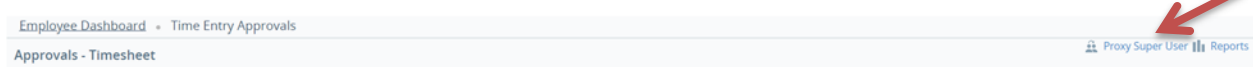
A proxy can approve in your place if you are unexpectedly out of the office or on a planned leave. We advise having at least one proxy set up for such an occasion.

Time Sheets and Leave Reports must be approved by posted deadlines. Holidays can cause this deadline to be moved up. Leave Requests must be approved before that pay period begins.

- 1) On your Employee Profile, under My Activities, select any of your available Approve options (Time/Leave Report/Leave Request).



- 2) Select Proxy Super User.



- 3) Select Add a new proxy. When you click this option, a drop-down menu will appear. Select the appropriate person from the drop-down menu. If the employee you wish to designate as your proxy is not listed, please contact the payroll department for further help at [payroll@utoledo.edu](mailto:payroll@utoledo.edu).



- 4) To delete a proxy click the box next to their name and select Delete proxies.