Employee Dashboard

Approve Leave Reports as a Proxy
STEP 1

Go to Employee Dashboard

STEP 2

Click on Approve Leave Report
STEP 3

If You See a YELLOW Error Pop Up

Select the number next to the error to clear it. Once the error is cleared proceed to the next step.

STEP 4

Click on Proxy Super User
STEP 5

Scroll Down and Select the Dropdown for "Act as a Proxy for"

Select who you will be acting as a proxy for in the dropdown.

Act as a Superuser

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

Act as a Proxy for

Existing Proxies

Employee Name - [Home Organization]

STEP 6

Click on "Navigate to Time & Leave Approvals Application"

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

Navigate to Time & Leave Approvals application