

## **Approver Proxy Training**

**All approvers should set up at least one proxy. Things to know about designating a proxy:**

- **A proxy assumes your approval power.**
- **A proxy should be a full-time employee.**
- **A proxy should be at a position level equal to or higher than your position.**
- **A proxy can only see the employee's time sheet and reported hours.**
- **A proxy should ONLY approve time when requested to do so by the Primary Approver.**
- **A proxy must never approve his/her own Timesheet/leave report.**
- **An employee can be made a proxy for more than one approver.**
- **You should notify the proxy when you need them to approve time sheets on your behalf.**

**\*\*If you had a Proxy already set up in the old MyLongwood, that Proxy set up did transfer to the new MyLongwood Experience.**

**To designate a proxy, select ‘Proxy Super User’ in the upper right on corner of the screen from either your Approvals – Timesheet or Approvals – Leave Report screen.**

Employee Dashboard » Time Entry Approvals

Approvals - Timesheet

Approvals Timesheet Leave Report

Employee Dashboard » Time Entry Approvals

Approvals - Leave Report

Approvals Timesheet Leave Report

Leave Report All Departments All Status except Not Started Enter ID/Name

**Here you will be able to either act as a proxy or set up your own proxy. You will want to select “Add a new proxy” found in the middle of the screen.**

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

Self -Kathyn Nasburg - [Accounting & Financial Reporting]

Existing Proxies

Add a new proxy

Employee Name - [Home Organisation]

No records found

Delete proxies

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

Navigate to Time & Leave Approvals application

**Once you click this the options to select an employee to add as a Proxy will appear and to designate them a proxy for either Timesheets or Leave Reports. Select who your proxy will be by typing in their name and then selecting Timesheet or Leave Report, and then click Save.**

Add a new proxy

Select Employee to add as Proxy

Timesheet Save

Employee Name - [Home Organisation]

Aaron Sims,Admissions Office - [Admissions Office]

Abbie McDonald,Athletic Administration - [Athletic Administration]

Adrianna Bryant,Auxiliary Marketing - [Auxiliary Marketing]

Alan Eyler,Capital Planning Service Center - [Capital Planning Service Center]

Delete proxies

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

Navigate to Time & Leave Approvals application

**You will then see this user under the Existing Proxies section.**



Existing Proxies

[Add a new proxy](#) [Delete proxies](#)

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

Employee Name - [Home Organization]

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**To delete any Proxies, you will check the box next to their name and then click on Delete proxies on the right.**



Existing Proxies

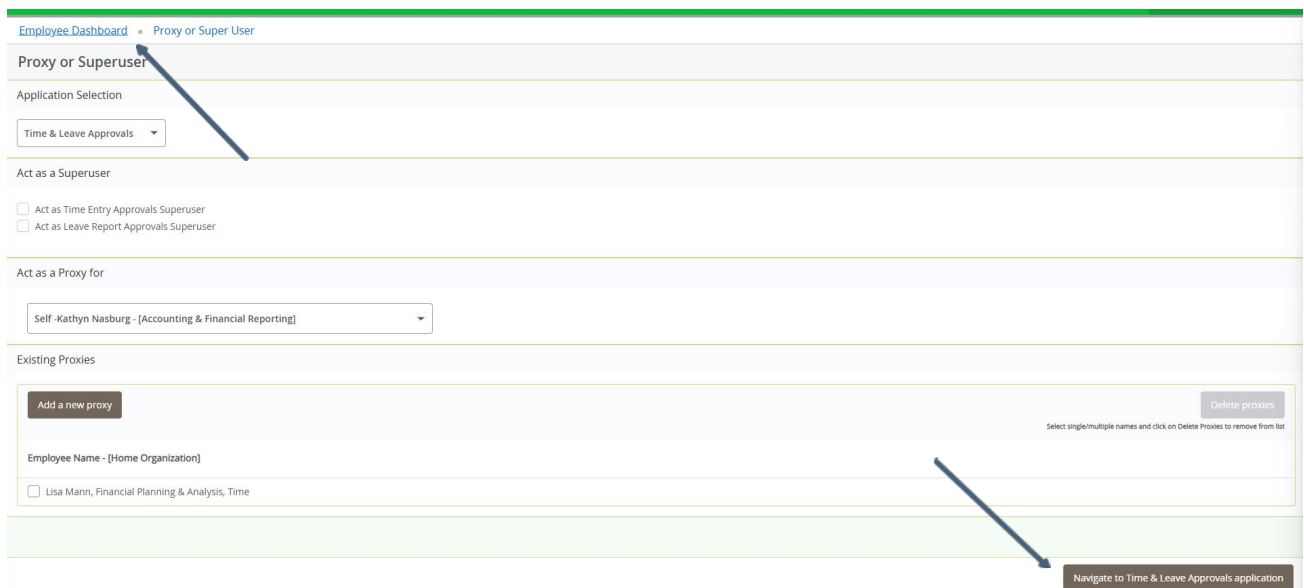
[Add a new proxy](#) [Delete proxies](#)

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

Employee Name - [Home Organization]

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**To return to your Approval's screen select "Navigate to time & Leave Approvals application". To return to your Employee Dashboard select "Employee Dashboard".**



[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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Existing Proxies

[Add a new proxy](#) [Delete proxies](#)

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

Employee Name - [Home Organization]

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[Navigate to Time & Leave Approvals application](#)

## Acting as a Proxy

**From the Proxy or Superuser screen, go to the “Act as a Proxy for” section and using the drop-down selection, select who you are acting as a proxy for (i.e. who the is the approver) and select. You will then hit the Navigate to Time & Leave Approvals application and approve the Timesheet or Leave Reports acting as their proxy.**

The screenshot shows the 'Proxy or Superuser' interface. At the top, there is a breadcrumb trail: 'Employee Dashboard > Proxy or Super User'. Below this, the section is titled 'Proxy or Superuser'. Under 'Application Selection', a dropdown menu is set to 'Time & Leave Approvals'. The 'Act as a Superuser' section contains two unchecked checkboxes: 'Act as Time Entry Approvals Superuser' and 'Act as Leave Report Approvals Superuser'. The 'Act as a Proxy for' section features a dropdown menu currently showing 'Self -Kathyn Nasburg - [Accounting & Financial Reporting]'. An arrow points to this dropdown. The 'Existing Proxies' section includes an 'Add a new proxy' button, a 'Delete proxies' button, and a list of proxies. One proxy is listed: 'Lisa Mann, Financial Planning & Analysis, Time'. An arrow points to the 'Delete proxies' button. At the bottom right, a button labeled 'Navigate to Time & Leave Approvals application' is highlighted with an arrow.

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

Self -Kathyn Nasburg - [Accounting & Financial Reporting]

Existing Proxies

Add a new proxy

Delete proxies

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

Employee Name - [Home Organization]

☐ Lisa Mann, Financial Planning & Analysis, Time

Navigate to Time & Leave Approvals application