Proxy Instructions

As a supervisor, you can set up a proxy, to approve Student timesheets or Administrator leave reports on your behalf.

Note: Please contact HR if you are looking to set up a proxy/delegate for Bi-Weekly Non Student Employees (Time Clock Plus).

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Setting Up a Proxy (Delegating Authority)

1. Within Piratenet, Select the appropriate system:
   a. For Student Timesheets choose “Managers – Student Employee Timesheet Approval”
   b. For Administrator Leave Reports choose “Leave Reports”

2. Click on ‘Proxy Set Up.’

3. From the list of names, select the appropriate proxy, check the box for “Add” and click “Save.”
Acting as a Proxy (Approving on another manager’s behalf)

If you have been granted access to approve Student Timesheets or Administrator Leave Reports on someone else’s behalf follow these steps:

1. Within Piratenet, Select the appropriate system:
   a. For **Student Timesheets** choose “Managers – Student Employee Timesheet Approval”
   b. For **Administrator Leave Reports** choose “Leave Reports”

2. Choose ‘Approve or Acknowledge Time”

3. In the “Act as Proxy” section, use the drop down to select who you are proxying for (for example, if you are approving time because one of your direct reports is out of the office, you will select the direct report’s name.

4. Click Select.

   **Time Reporting Selection**

   **Selection Criteria**

<table>
<thead>
<tr>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Time Sheet: ○</td>
</tr>
<tr>
<td>Access my Leave Report: ○</td>
</tr>
<tr>
<td>Access my Leave Request: ○</td>
</tr>
<tr>
<td>Approve or Acknowledge Time: ○</td>
</tr>
<tr>
<td>Approve All Departments: ○</td>
</tr>
<tr>
<td>Act as Proxy: Kimberly</td>
</tr>
<tr>
<td>Act as Superuser: ○</td>
</tr>
</tbody>
</table>

   [Select]

5. You will now be routed to the “Approver Selection” menu.

6. Follow the appropriate instructions for approving time. (Link – Time and Attendance Training Materials)