

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.’

Time Reporting Selection

Information Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

My Choice	
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="checkbox"/>
Act as Superuser:	<input type="checkbox"/>

Select

Proxy_Set Up

3. From the list of names, select the appropriate proxy ,check the box for “Add” and click “Save.”

Proxy Set Up

Name	Add	Remove
Alexander Jerome-Thomas Howze, HOWZEALE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Kimberly [REDACTED] ▼
Act as Superuser:	<input type="checkbox"/>

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](#))