

## Approver – Proxy Set up

Approvers may establish a Proxy (one or more, no limit) to act on their behalf for approval of Web Time Entry by following these steps:

- Login to my.okstate.edu using your OKey credentials
- Click on Self Service icon
- Click on Employee tab
- Click on Time Sheet link
- At the bottom of the **Time Reporting Selection** page; click on 'Proxy Set Up' link

PERSONAL INFORMATION **EMPLOYEE** FINANCE

### Time Reporting Selection

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:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

Select

[Proxy Set Up](#)

### To Add one or more Proxies

- On the **Proxy Set up** page, click the dropdown arrow at the right end of the 'Name' selection box
- Select the appropriate name from the list – list is alphabetical by last name, first name is list first
- Click in the box next to Proxy's Name you want to Add; a 'check mark' should appear in the box 'Add' box
- Click the 'Save' button

PERSONAL INFORMATION **EMPLOYEE** FINANCE

### Proxy Set Up

Name	Add Remove
<input type="text" value="Meghann Elizabeth Collins, WMEGHAE"/>	<input checked="" type="checkbox"/>

Save

[Time Reporting Selection](#)

- Continue the process to add additional Proxies, as appropriate
- Click the 'Time Reporting Selection' link to return to the previous menu
- You (the Approver) must send an email message to [osu-hrim@okstate.edu](mailto:osu-hrim@okstate.edu) to request your Proxy be set up with 'approval role'. Send the Proxy's full name, Banner Id, & Org#.

## Approver – Proxy Set up

### To Remove a Proxy

- Click on the 'Proxy Set Up' link
- Click in the box next to Proxy's Name you want to Remove; a 'check mark' should appear in the 'Remove' box.
- click the Save button to save your change

PERSONAL INFORMATION **EMPLOYEE** FINANCE

### Proxy Set Up

Name	Add Remove
Meghann Elizabeth Collins, WMEGHAE	<input checked="" type="checkbox"/>
Tammy Lynn Abbott, TLABBOT	<input type="checkbox"/>

[Time Reporting Selection](#)

- Click the 'Time Reporting Section' link to return to the previous menu

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## Act As Proxy

### To Act As a Proxy

- Login to my.okstate.edu using your OKey credentials
- Click on Self Service icon
- Click on Employee tab
- Click on Time Sheet link

PERSONAL INFORMATION **EMPLOYEE** FINANCE

### Time Reporting Selection

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="text" value="Sue L Bonner SBONNER"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

- click on the dropdown arrow at the right end of the 'Act as Proxy' box; select the appropriate name
- click Select

## Approver – Proxy Set up

PERSONAL INFORMATION **EMPLOYEE** FINANCE

### Approver Selection

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Time Sheet

Department and Description	My Choice	Pay Period
X, 100129, Div of Agricultural Sci & Nat Rsrscs	<input checked="" type="radio"/>	JB, Jun 19, 2016 to Jul 02, 2016

Leave Request

Department and Description	My Choice	Pay Period
X, 100129, Div of Agricultural Sci & Nat Rsrscs	<input type="radio"/>	JB, Dec 04, 2016 to Dec 17, 2016

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

- On the Approver Selection page choose the Department & Pay Period you are wanting to View/Approve
- Choose 'Sort' preference
- Click the Select button