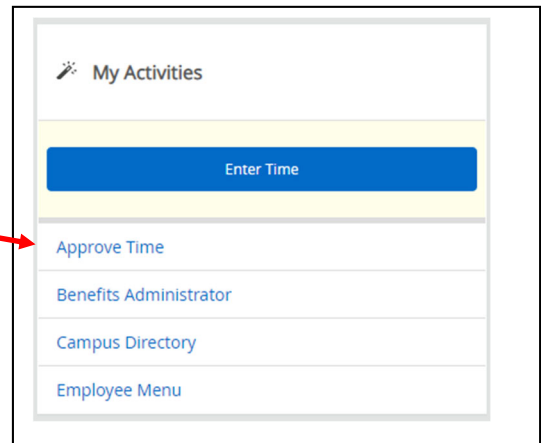
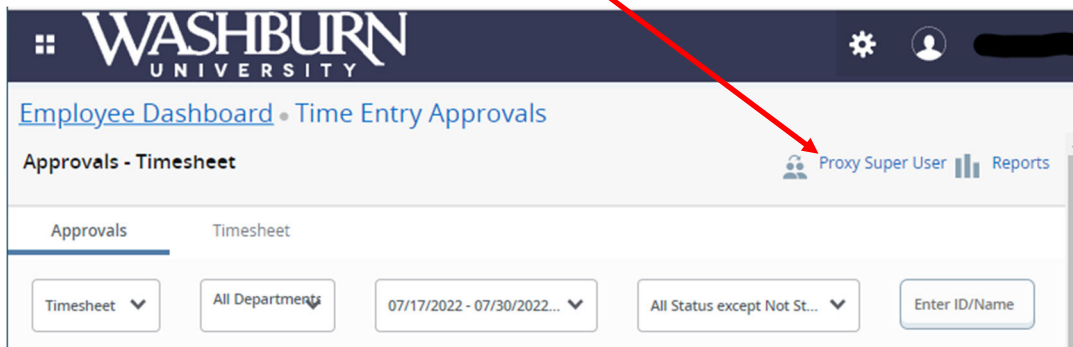


Adding or Acting as a Proxy for Timesheet Approval

Once logged into my.washburn.edu navigate to the Employee Dashboard. Click the Approve Time hyperlink in the My Activities section.



In the upper right corner of the Time Entry Approvals page click the Proxy Super User hyperlink.



To approve as a proxy for another supervisor, select the supervisor's name in the 'Act as Proxy for' drop-down menu. Then click the 'Navigate to Time & Leave Approvals application' button. This will allow you to approve the timesheets in their queue.

To add a proxy for your own approvals, click the 'Add a new proxy' button.

This will open up a drop-down menu to search for and select your proxy. You can also delete any proxies you no longer want.

