

Setting up a Proxy to Approve Timesheet

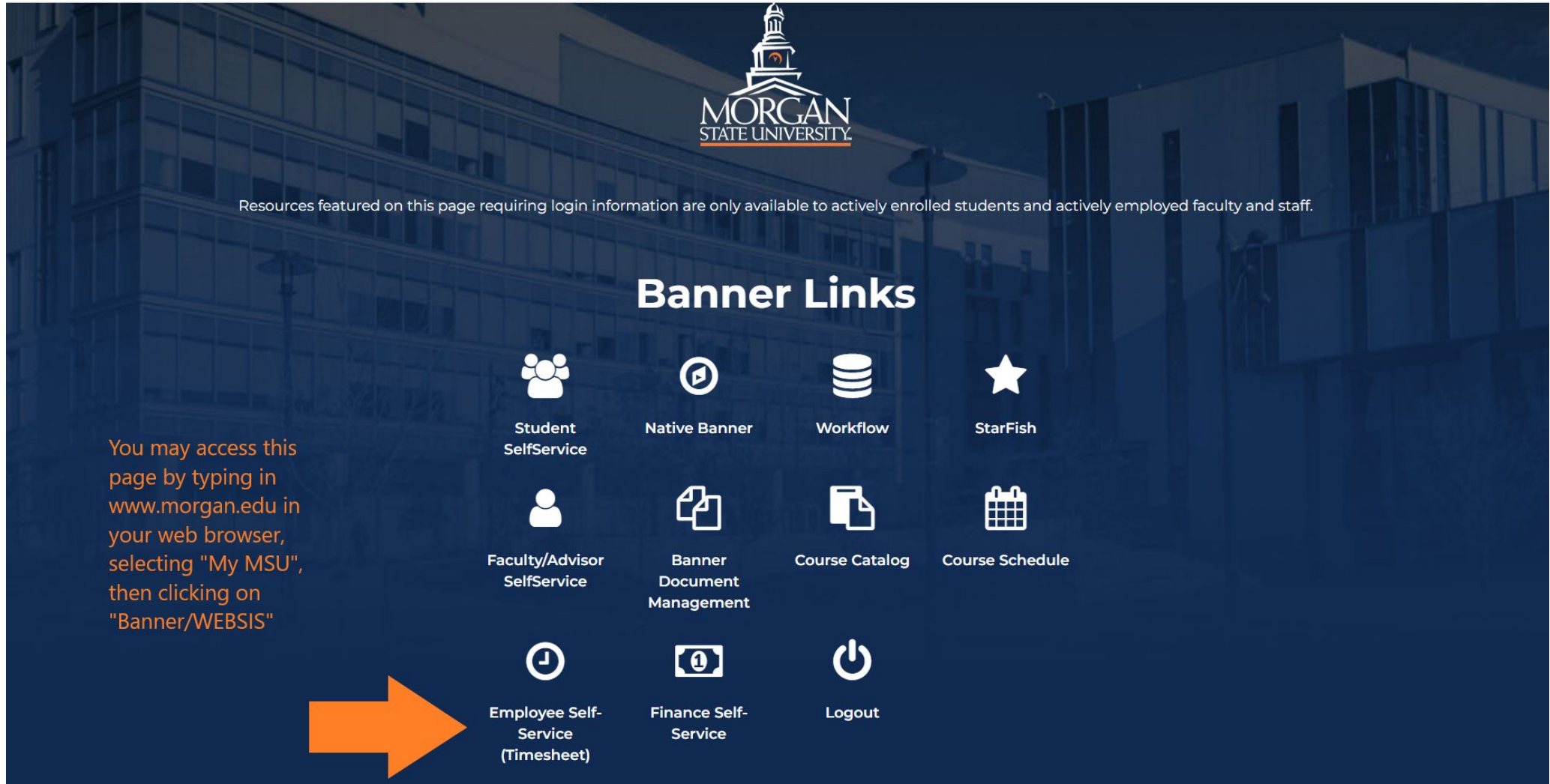



Setting up a Proxy to Approve Timesheet

- There may be times when you are unavailable to approve timesheets. In those instances,
- Approvers must set up a Proxy to act on their behalf and to approve the assigned timesheets.
- Approvers must set up at least two proxies in advance. Also, a timesheet proxies cannot approve their own timesheet. Please note that it is a violation of the university policy for an employee to approve his or her own timesheet.
- In addition, a proxy is unable to set himself or herself as the proxy. This action must be done by the Approver.

Below you will find instructions on how to setup the proxy. Thank you in advance for your cooperation. If you need assistance, please send email to **hris@morgan.edu**


Setting Up Proxy to Approve Timesheet





MORGAN
STATE UNIVERSITY

Resources featured on this page requiring login information are only available to actively enrolled students and actively employed faculty and staff.


Banner Links




Student
SelfService




Native Banner




Workflow




StarFish




Faculty/Advisor
SelfService




Banner
Document
Management




Course Catalog




Course Schedule



Employee Self-
Service
(Timesheet)




Finance Self-
Service

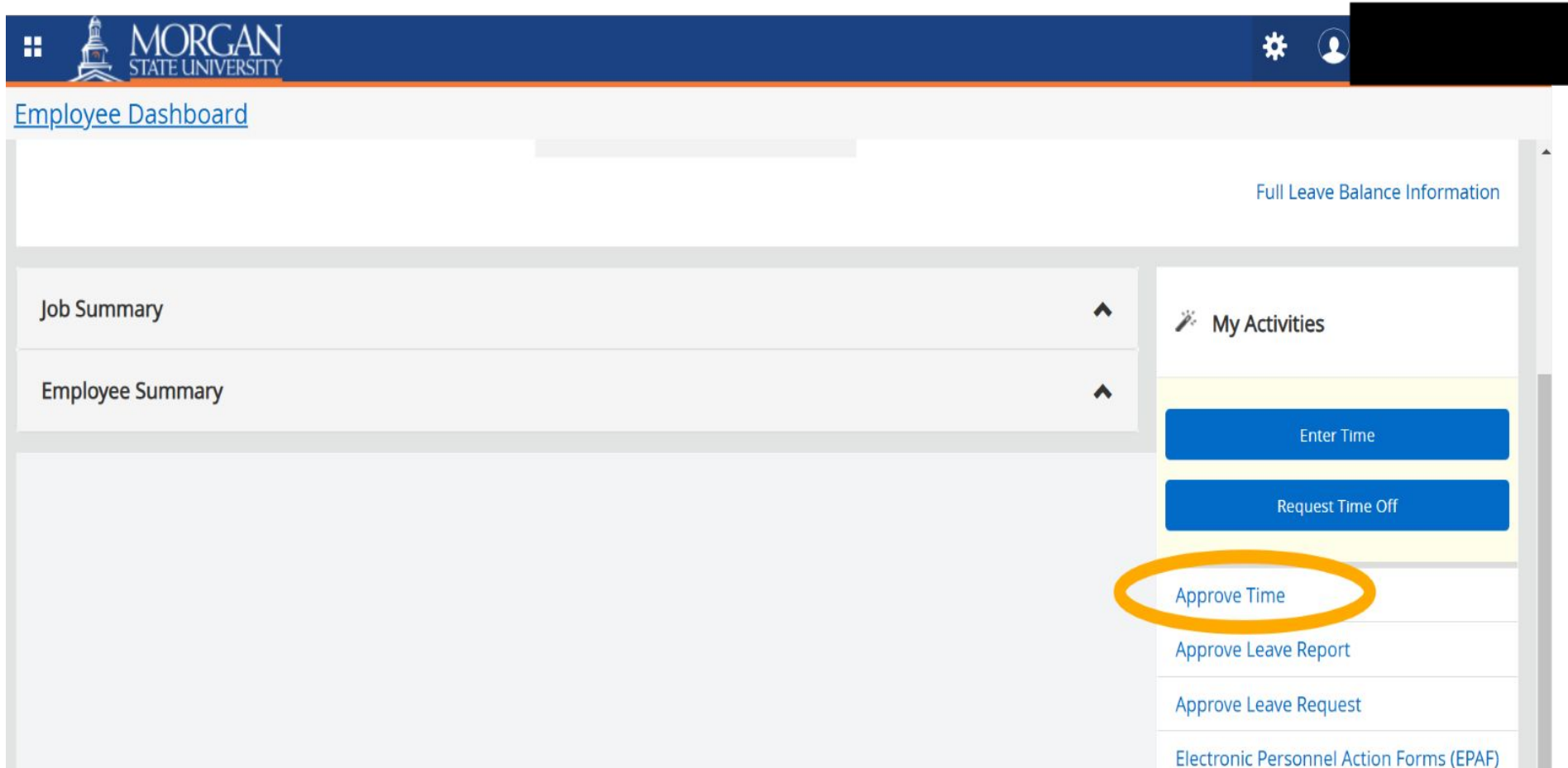


Logout

You may access this page by typing in www.morgan.edu in your web browser, selecting "My MSU", then clicking on "Banner/WEBSIS"



Select Approve Time



The screenshot displays the Morgan State University Employee Dashboard. The top navigation bar is dark blue, featuring the university's logo on the left, a settings gear icon, a user profile icon, and a redacted area. Below the navigation bar, the page title "Employee Dashboard" is visible. The main content area is divided into two columns. The left column contains a sidebar menu with "Job Summary" and "Employee Summary" items, each with an upward-pointing arrow. The right column contains a "Full Leave Balance Information" link at the top. Below this is a "My Activities" section with a pencil icon, followed by two blue buttons: "Enter Time" and "Request Time Off". At the bottom of the sidebar menu, the "Approve Time" option is highlighted with a yellow circle. Other options in the sidebar menu include "Approve Leave Report", "Approve Leave Request", and "Electronic Personnel Action Forms (EPAF)".

[Employee Dashboard](#)

Full Leave Balance Information

Job Summary ^

Employee Summary ^

My Activities

Enter Time

Request Time Off

Approve Time

Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

Click Proxy Superuser at the Upper Right as shown below

[Employee Dashboard](#) • [Time Entry Approvals](#)

Approvals - Timesheet

[Proxy Super User](#) || [Reports](#)

[Approvals](#) [Timesheet](#) [Leave Request](#)

Timesheet ▼ All Departments ▼ 02/05/2025 - 02/18/2025 (2025 B1 5) ▼ All Status except Not Started ▼ Enter ID/Name

Distribution Status Report - Timesheet

1	1

Under Existing Proxies – click on Add a new proxy. Type the employee's name you would like to add as proxy or use the drop-down menu to search and select the name of the person you wish to choose to act as your proxy or type the employee's name.

Act as a Proxy for

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]

you can also delete existing proxies, if they are no longer required for your timesheet approver back up.

Act as a Proxy for

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]