Office of
Human Resources

Setting up a Proxy to Approve Timesheet

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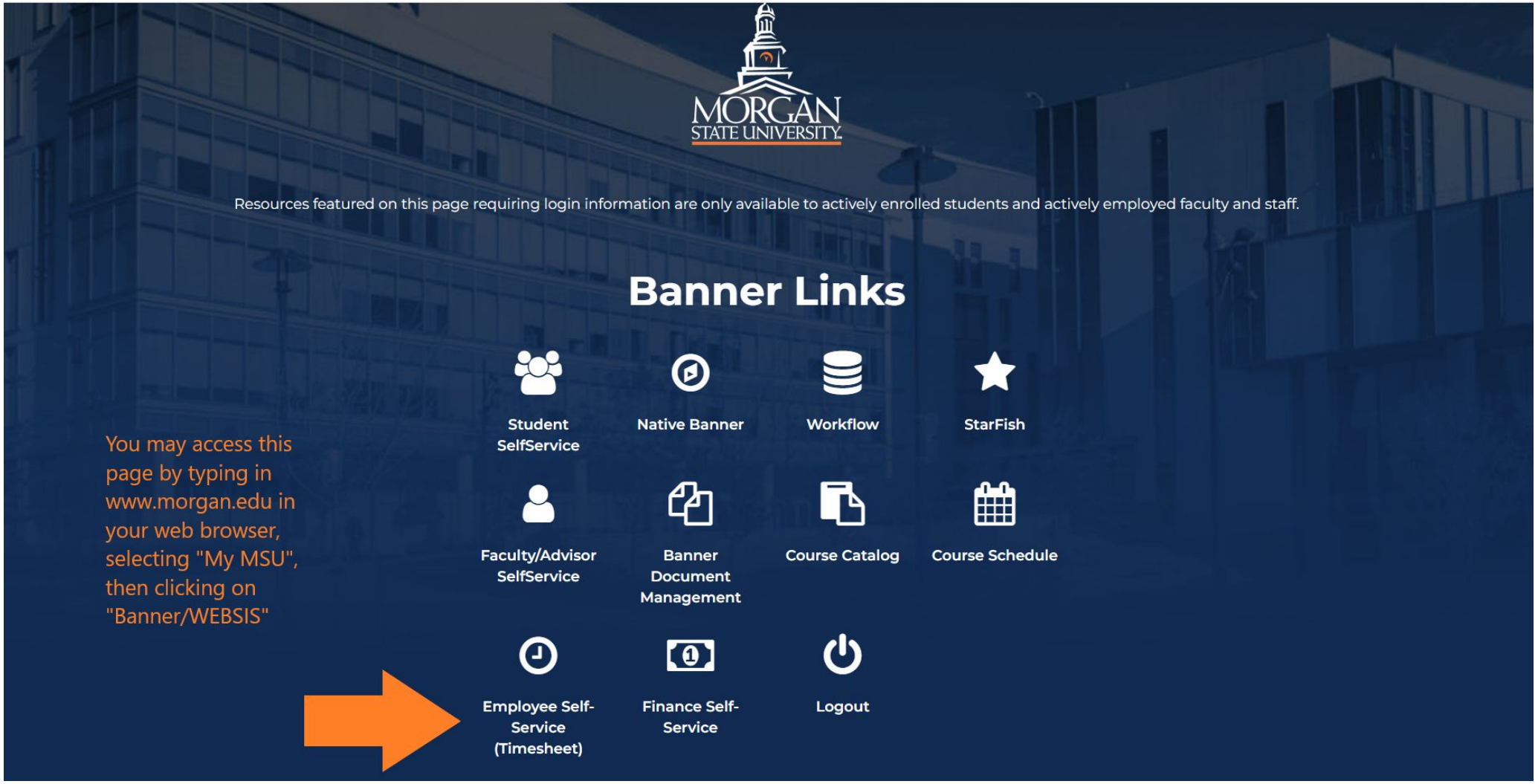
Setting up a Proxy to Approve Timesheet

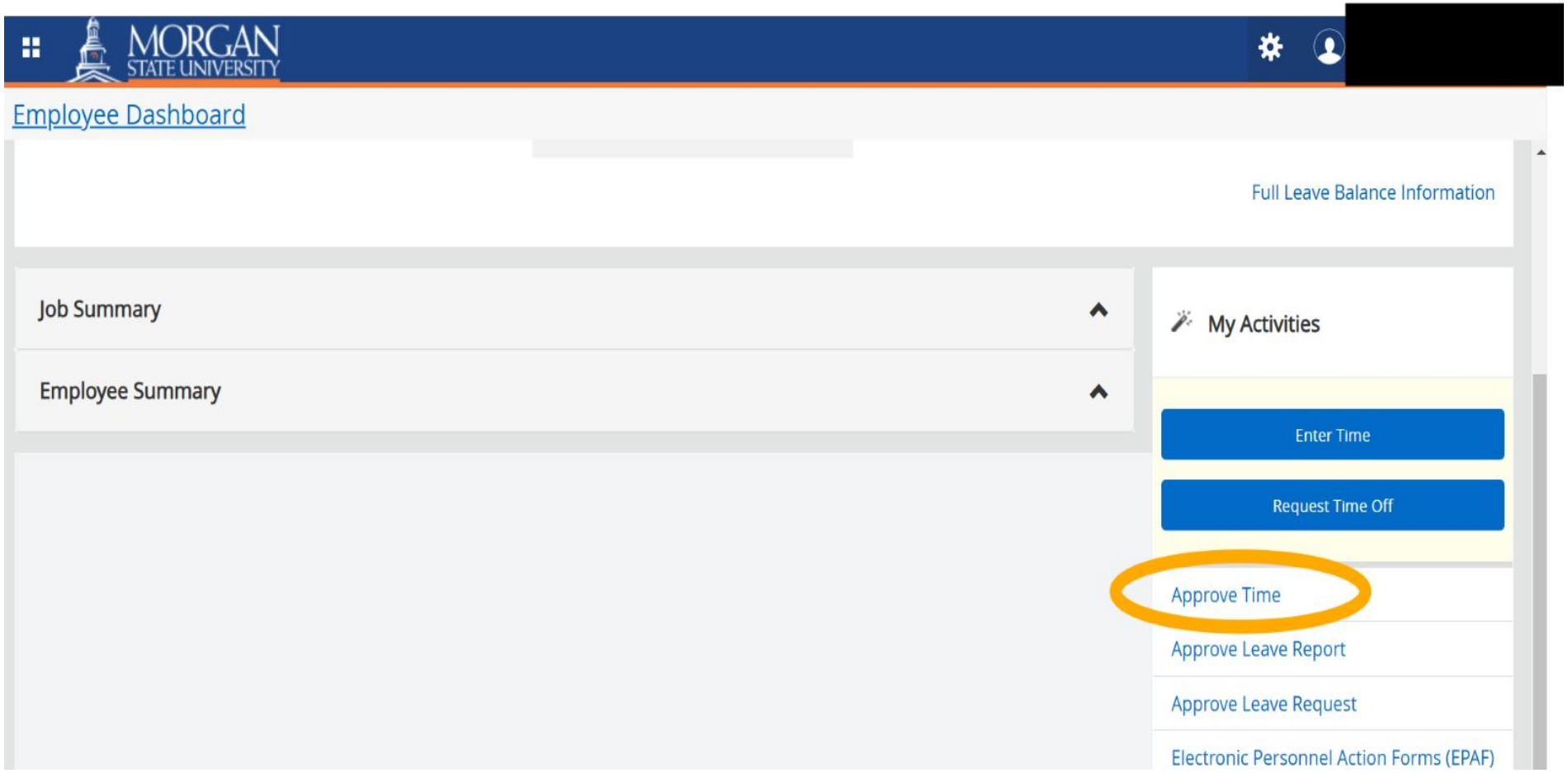
- There may be times when you are unavailable to approve timesheets. In those instances,
- Approvers must set up a Proxy to act on their behalf and to approve the assigned timesheets.
- Approvers must set up at least two proxies in advance. Also, a timesheet proxies cannot approve their own timesheet. 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**

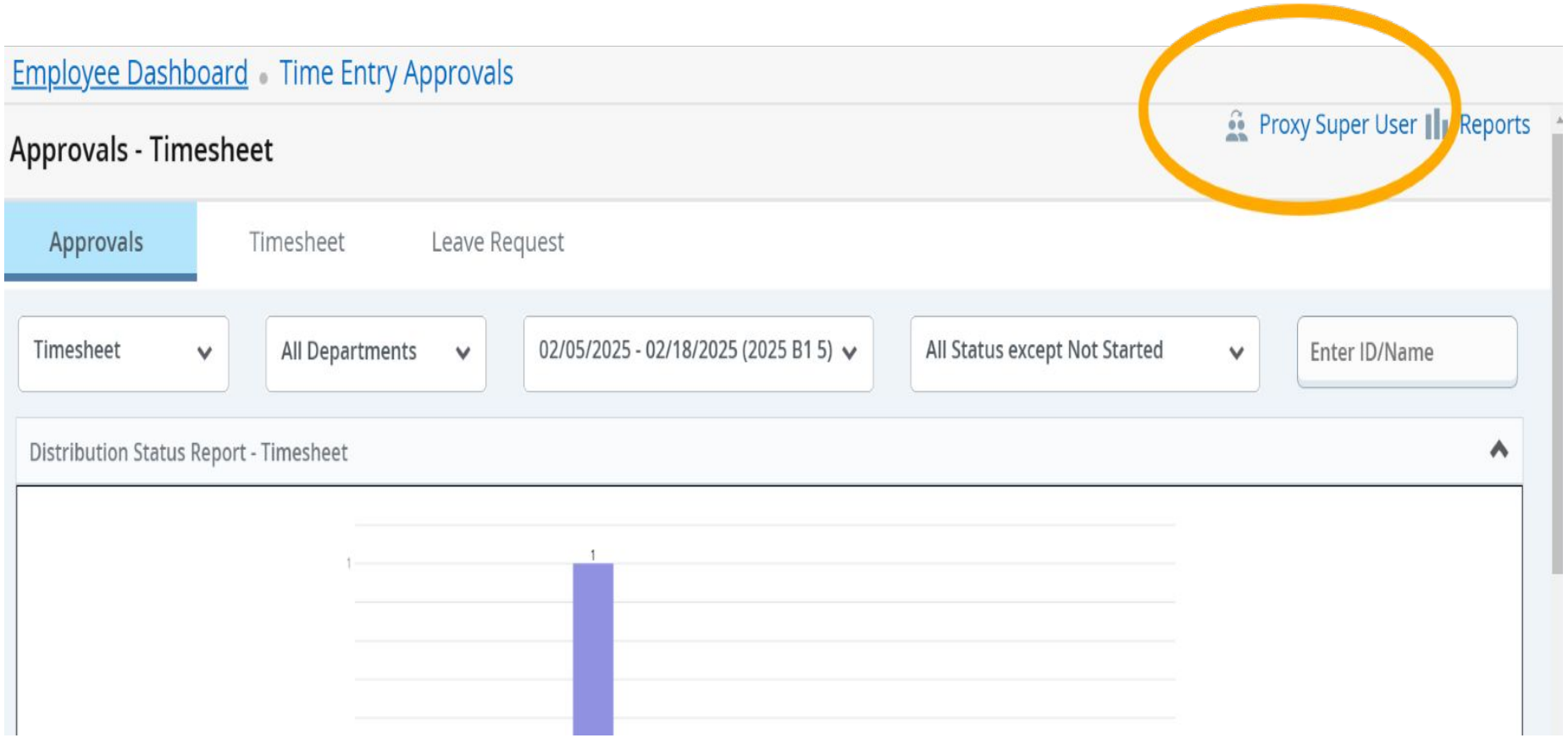
Setting Up Proxy to Approve Timesheet



Select Approve Time



Click Proxy Superuser at the Upper Right as shown below



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.

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