

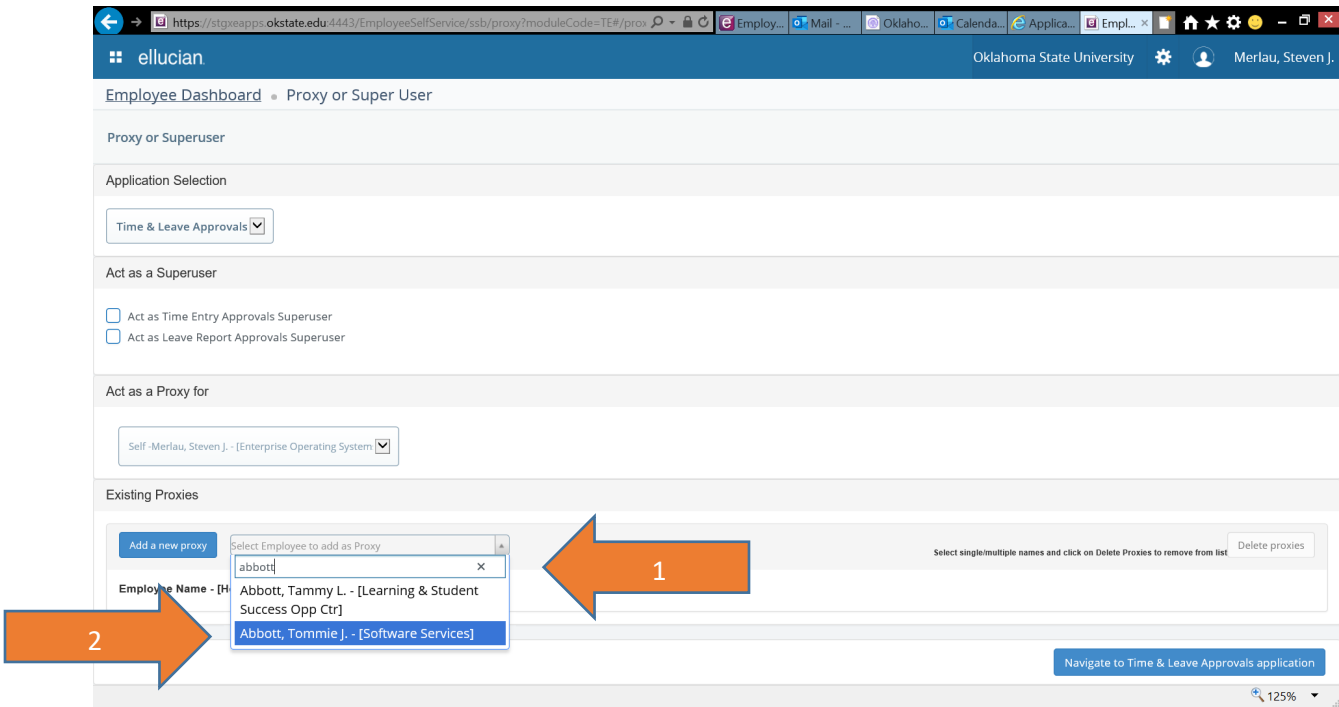
Supervisors can name a Proxy to approve timesheets for them in the event that they are not able to complete this task themselves. The Supervisor must identify those individuals that may act as a Proxy in their absence.

Certain individuals have also been identified as Superusers for different areas to assist with approvals that may require special attention. Not all approvers will have Superuser access.

To specify or remove a proxy, Act as a Proxy or activate Superuser status, click on the Proxy Superuser link in the upper right from the Approvers web page (1).

The screenshot shows the 'ellucian' Employee Dashboard for a 'Proxy or Super User'. The page includes sections for 'Application Selection' (set to 'Time & Leave Approvals'), 'Act as a Superuser' (with checkboxes for 'Act as Time Entry Approvals Superuser' and 'Act as Leave Report Approvals Superuser'), and 'Act as a Proxy for' (set to 'Self - Merlau, Steven J. - [Enterprise Operating System]'). The 'Existing Proxies' section contains an 'Add a new proxy' button, which is highlighted by an orange arrow with the number '1'. To the right of the button is a 'Delete proxies' button and a note: 'Select single/multiple names and click on Delete Proxies to remove from list'. Below the button is a table header 'Employee Name - [Home Organization]' and the text 'No records found'. At the bottom right, there is a 'Navigate to Time & Leave Approvals application' button and a zoom level of '125%'.

To Add a proxy, click on the Add a new proxy button (1).



Enter the name of the person that you would like to act as a proxy in the search box (1). Select from the choices provided in the dropdown list by clicking on the name of the person (2).

Note: the person named as a proxy must have security to access the data within the timesheet organizations for which you are can approve timesheets or leave reports. If you are unsure whether the person you are naming as a proxy has security access for these organizations, please complete a Banner Access Request to get them access?

ellucian Oklahoma State University Merlau, Steven J.

Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser  
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - Merlau, Steven J. - [Enterprise Operating System]

Existing Proxies

Add a new proxy

Select single/multiple names and click on Delete Proxies to remove from list

Delete proxies

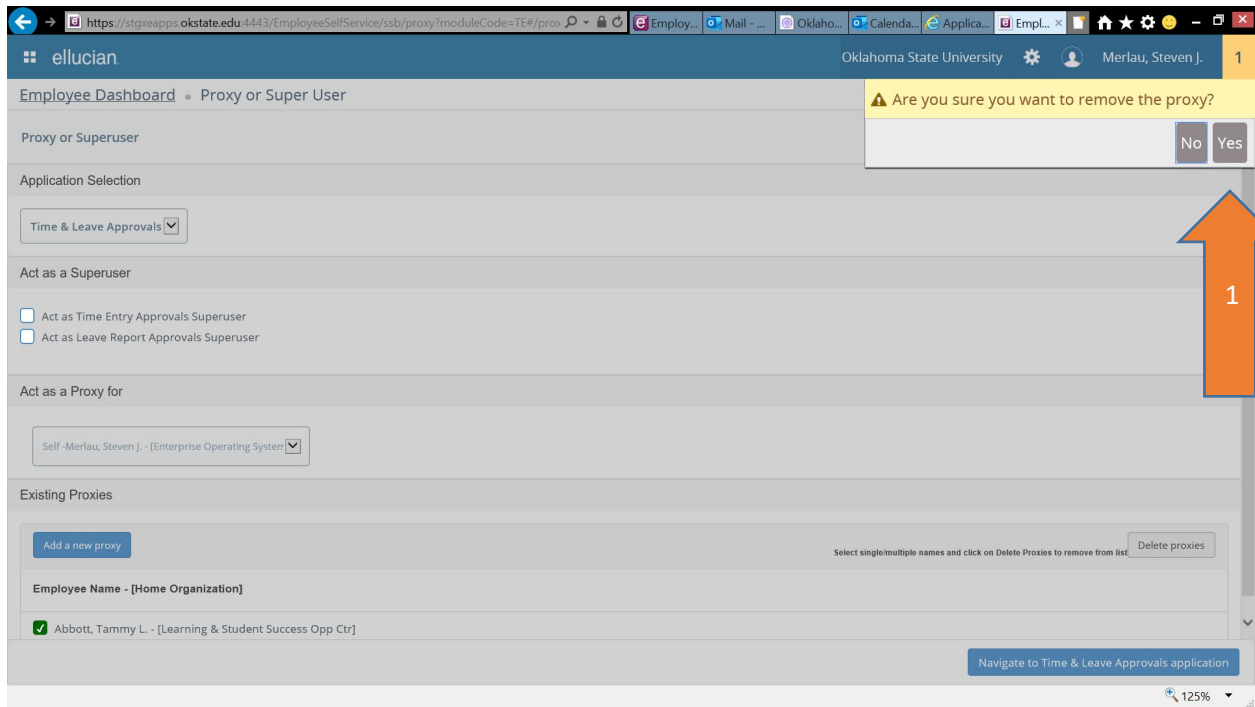
Employee Name - [Home Organization]

Abbott, Tammy L. - [Learning & Student Success Opp Ctr]

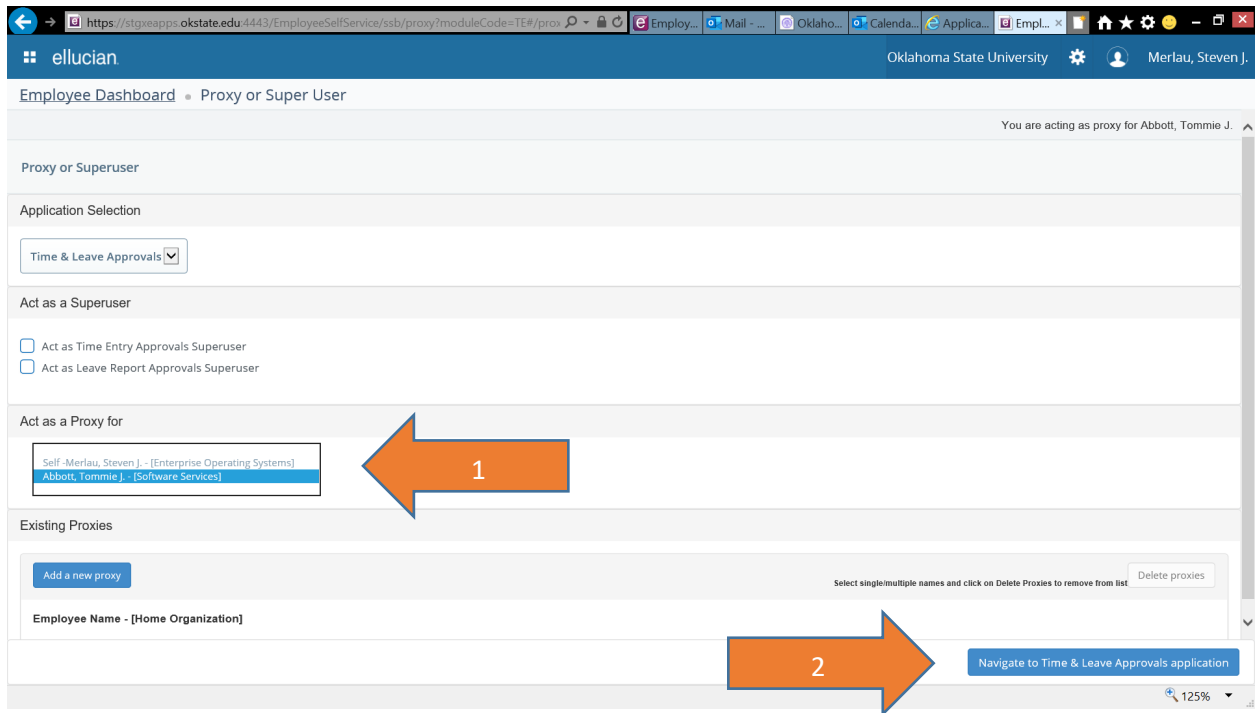
Navigate to Time & Leave Approvals application

125%

To remove a prior Proxy, click on the checkbox item next to the Proxy you would like to remove (1), then click the Delete Proxies button (2).



Answer 'Yes', if you wish to continue with removing the proxy (1). Answer 'No' if you would like to cancel deleting the proxy.



To act as a Proxy, you must first be specified as a proxy by the supervisor you will be acting on behalf of. From the Proxy Superuser page, select the person for whom you will be acting as Proxy (1) for, then click the Navigate to Time & Leave Approvals application (2).

The screenshot shows the 'Employee Dashboard - Time Entry Approvals' page. The main heading is 'Approvals - Timesheet'. Below this, there are filters for 'Timesheet', 'All Departments', '04/21/2019 - 05/04/2019 (2019 JB 10)', and 'All Status except Not Started'. A search box labeled 'Enter ID/Name' is also present. The 'Distribution Status Report - Timesheet' section features a bar chart with the following data:

Status	Count
Pending	0
Pending - In the Queue	0
In Progress	1
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Below the chart, there are summary rows: 'Pending 0', 'Pending - In the Queue 0', and 'In Progress 1'. A message at the top right states 'You are acting as proxy for Abbott, Tommie J.' and a 'Proxy Super User' link is visible. Two orange arrows are overlaid on the image: arrow '1' points to the proxy message, and arrow '2' points to the 'Proxy Super User' link.

You will see a message indicating that you are acting as a proxy for the person selected (1).

Return to the Proxy Super User page (2) to act as another person's proxy or to return to acting as yourself.

The screenshot shows the 'Employee Dashboard' for a 'Proxy or Super User' in the 'ellucian' system. The page is titled 'Proxy or Super User' and includes an 'Application Selection' dropdown set to 'Time & Leave Approvals'. Under 'Act as a Superuser', there are two unchecked checkboxes: 'Act as Time Entry Approvals Superuser' and 'Act as Leave Report Approvals Superuser'. The 'Act as a Proxy for' section features a dropdown menu currently set to 'Self - Merlau, Steven] - [Enterprise Operating System]'. An orange arrow labeled '1' points to this dropdown. Below this is the 'Existing Proxies' section, which contains an 'Add a new proxy' button, a search field, and a 'Delete proxies' button. A table with the header 'Employee Name - [Home Organization]' is currently empty, showing 'No records found'. An orange arrow labeled '2' points to a blue button at the bottom right that says 'Navigate to Time & Leave Approvals application'. The browser's address bar shows the URL 'https://stg.eppp.okstate.edu:4443/EmployeeSelfService/ssb/proxy/moduleCode=LE+/prox' and the user is identified as 'Merlau, Steven J.'.

Use the drop down in the Act as a Proxy for section to act as a proxy for a different approver or to return to acting as yourself (1), then click on the Navigate to Time & Leave Approvals application (2).



The screenshot shows the 'Employee Dashboard' for a 'Proxy or Super User' in the 'ellucian' system. The user is acting as a Superuser for Time Entry Approvals & Leave. The interface includes sections for 'Application Selection' (set to 'Time & Leave Approvals'), 'Act as a Superuser' (with two checked options: 'Act as Time Entry Approvals Superuser' and 'Act as Leave Report Approvals Superuser'), 'Act as a Proxy for' (set to 'Self - Merlau, Steven J. - [Enterprise Operating System]'), and 'Existing Proxies' (with an 'Add a new proxy' button and a 'Delete Proxies' button). A blue button at the bottom right says 'Navigate to Time & Leave Approvals application'. Three orange arrows with numbers 1, 2, and 3 point to the 'Act as Leave Report Approvals Superuser' checkbox, the 'Act as Time Entry Approvals Superuser' checkbox, and the 'Navigate to Time & Leave Approvals application' button, respectively.

If you have been granted timesheet or leave report Superuser access, check the Act as Time Entry Approvals Superuser (1) to act as a timesheet Superuser and/or the Act as Leave Report Approvals Superuser (2) check box items, then click on the Navigate to Time & Leave Approvals application (3).