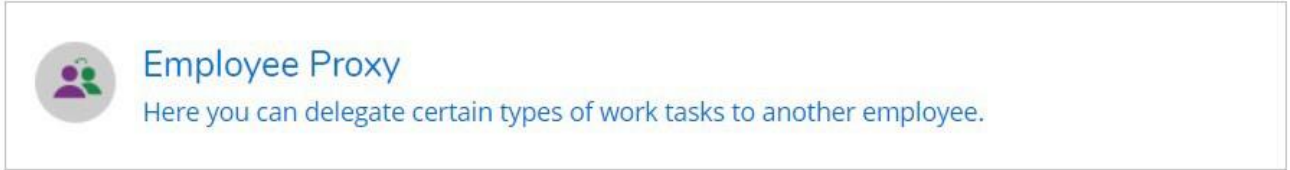
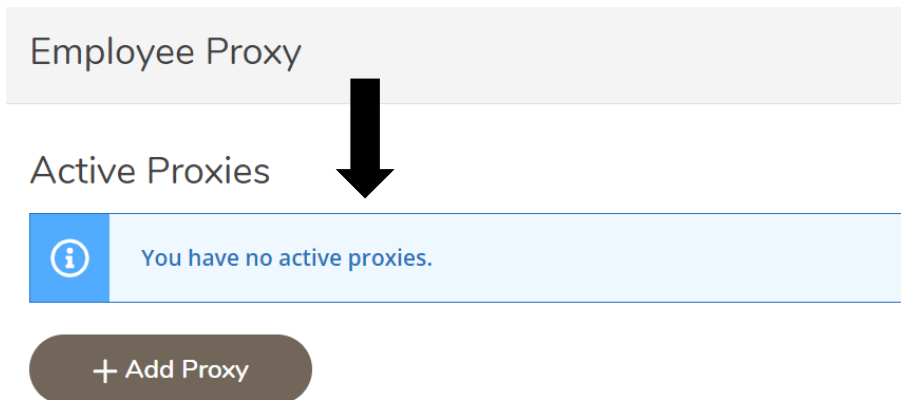


Set up a Timecard & Leave Proxy Approver

To access the employee proxy area in ESS, click on "Employee Proxy"

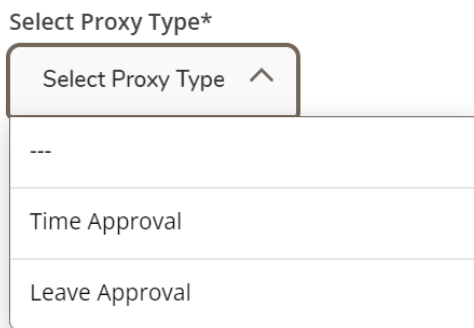


Click "+ Add Proxy"



Click the "Select Proxy Type" dropdown menu

Add Employee Proxy



Select the type of Proxy to add and enter the Effective Date and Revoke Date

Enter the name of the person you would like to approve timecards and leave requests and click the search button


Search for Proxy*

Select the name from the list that pops up
Once selected click "Add Proxy"

Add Time Approval Proxy

Employee Search

 
0000022
Ms. Peggy X. Burns





Cancel

Add Proxy

When you are finished, it will look like this. You can click the red circled X to remove a proxy.

Employee Proxy

Add Proxy

Employee	Proxy Access	Effective Date	End Date	
 Ms. Leslie Simpson	Time Approval	7/10/2019		
 Ms. Peggy X. Burns <small>Vendor Information</small>	Time Approval	7/24/2019		

[+ Add Time Approval Proxy](#)

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You can end a proxy by clicking on the red circled X to the right of the line for the proxy and set up a new one at any time.