



# COLORADO COLLEGE

## PROXY SET UP INSTRUCTIONS

In case you are gone when a time sheet needs to be approved, you must set up at least one proxy.

Click on "Employee"

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### Personal Information

View addresses and phones, ethnicity and race information, and change your PIN.

### Student Services

Search the Catalog and Class Schedule, view Class Lists and Student Information

### Employee

Benefits, leave or job data, paystubs and W4.

### Finance

Create or review financial documents, budget information, approvals.

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Then on "Timesheet"

### Current Job

### Time Sheet

### Leave Report

### Supervisor Leave Report

Lists all employees current leave balances.

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Then click on the “Proxy Set Up” link:

## Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

Find the appropriate person’s name from the drop-down menu, names are listed alphabetically by last name. Check the “Add” box, and click “Save.” That’s all there is to adding a proxy – please consider adding multiple proxies so that you’re sure your employees’ timesheets will always get approved!

## Proxy Set Up

Name	Add	Remove
<input type="text" value="Heather Leigh Stapish, HSTAPISH"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

**RELEASE: 8.10**