

How to Set Up a Proxy for Timesheets

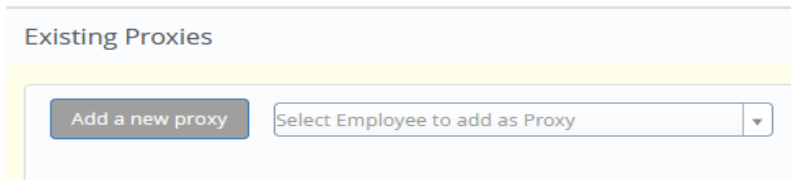
A Proxy is the individual(s) designated by the timesheet approver to act on their behalf to update, change, return or approve the time sheet submitted by their employee(s). Designating one or more proxies is a good idea for every timesheet approver in the event the approver is not available to approve timesheets by the time sheet approval deadline. A Proxy may modify, return, and approve time on behalf of the Approver.

Here are critical details you need to know to manage your proxy selection:

- Approvers must set up a proxy if they are unable to approve timesheets by the pay period deadline. Once the pay period is over the proxy can stay in place, be changed, or be removed.

Assigning someone as your proxy is a two-step process:

1. Complete the *Web Time Entry Proxy Set Up Request* form located on the Human Resources web page: [Web Time Entry Proxy Set Up Request Form](#) and email the completed Proxy Set Up Request Form to: HR@ewu.edu. **The Approver is responsible for ensuring that the H.R. office is notified so that the proxy's security access privileges can be set up properly.**
2. Within your timesheet click on approvals-now click on Proxy Super User (top right-hand side)-now click on Add a New Proxy button at bottom left-click on the name of your desired proxy from the drop-down menu.



The screenshot shows a section titled "Existing Proxies" with a yellow background. Below the title, there is a button labeled "Add a new proxy" and a dropdown menu labeled "Select Employee to add as Proxy".

It is also the Approver's responsibility to inform the proxy of their responsibilities regarding time sheet approval and ensure they have the necessary training to perform this function. For assistance please reference: <https://inside.ewu.edu/hr/timesheet-information/>

- Please note that both the Proxy and the Approver will receive the *Pending Timesheet* emails **every** pay period notifying them that that an employee's timesheet has been submitted. The Proxy may ignore this email if they are not serving as a Proxy for that pay period.
- A proxy will need to remove themselves as Acting Approver when they have completed the approval of timesheets. A proxy will not be able to approve their own timesheet unless they remove themselves as Acting Approver.

If you have questions regarding the proxy process, please contact Human Resources at (509) 359-2381 or via email to: HR@ewu.edu.