

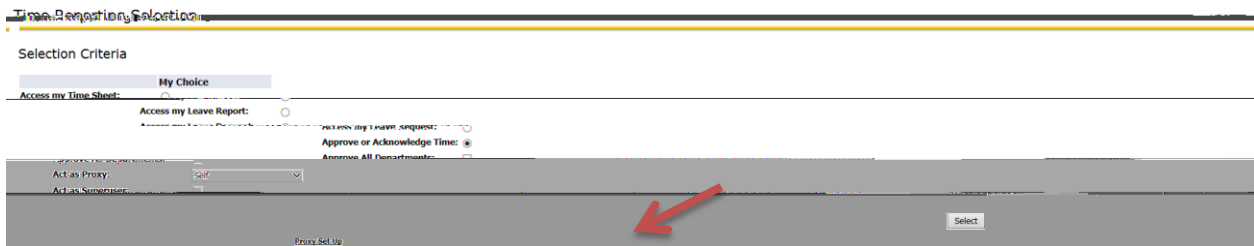
A proxy can approve in your place if you are unexpectedly out of the office or on a planned leave. We advise having at least one proxy set up for such an occasion.

Time Sheets and Leave Reports must be approved by posted deadlines. Holidays can cause this deadline to be moved up. Leave Requests must be approved before that pay period begins.

1) On your employee tab, under Pay Details & Leave Balances, select Time Sheet or Leave Report.



2) Select Proxy Set Up in the bottom middle of the screen.



3) Select Person(s) from pull down menu and click Add. Remove a proxy by clicking the Remove box next to their name. When finished click Save. If the employee you wish to designate as your proxy is not listed, please contact the payroll department for further help at payroll@utoledo.edu.

