Approver- Add (or Delete) a Proxy to Approve on your behalf

Add-

All Supervisors should add a proxy to approve time or leave requests when they are unable to in Banner Self Service.

The proxy will have to also have Banner access to view employees in the department(s) they will be approving.

Please contact payroll@swarthmore.edu to setup or verify their security access, and also take the following steps to assign them as your proxy.

- To add a proxy, click the Approve Time button in the ‘My Activities’ section of the Employee Dashboard.

- In the Time Entry Approvals window select Proxy Super User in the upper right hand corner.
In the Proxy or Super User window, you can add or delete a proxy.

- To add a proxy, click the **Add a New Proxy** button in the ‘Existing Proxies’ section.
Search for the name of the employee that you want to appoint as a proxy. Once found, select the employee, and the appointment as a proxy will save.

Note: To verify your appointed proxy has appropriate Banner access to see and approve the employees in the desired department, please contact Payroll or HRIS with the department/org number(s) they will be approving.

The assigned proxy will have access until you delete the proxy assignment.
Delete:

Reminder: Any assigned proxy will have access until you delete their proxy assignment.

- To delete a proxy, select the check box next to the proxy you want to remove.
- In the right hand corner of the ‘Existing Proxies’ section, click the Delete Proxies button.

- A confirmation box will pop up to confirm that you want to remove the selected proxy. To continue, click the Yes button.

- Once removed, a confirmation message will appear in the upper right hand corner of the window.
Proxy - Approve Leave Reports as a Proxy

Once a proxy has been defined, and proper access has been granted by Payroll/HRIS, the proxy can login and act on behalf of that employee.

To access Leave Reports and approve as a proxy, from the MySwarthmore landing page, select the ‘Employees’ menu near the top, and then the ‘Employee Dashboard’ tile.
- Click the “Approve Time” link in the ‘My Activities’ section of the Employee Dashboard.

Note: Warning – A message stating “No Timesheet documents available for approval” will appear.
This is expected.

- Select the “Proxy Super User” link in the upper right hand corner of the Time Entry Approvals window.

- In the ‘Act as a Proxy For’ section, use the drop down menu to select available employees.
Click the **Navigate to Time & Leave Approvals Application** button.

By default the Timesheet option is selected. To approve available Leave Reports.

- Click on the drop-down and choose Leave Report. You can now follow the ‘Approve a Leave Report’ instructions.

**Note:** If you do not see the expected employees’ Leave Reports, and you have verified they have submitted them for approval, please contact Payroll@swarthmore.edu.