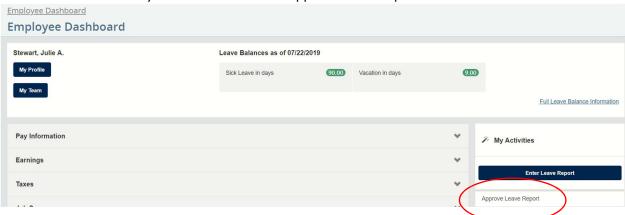
Acting as a Proxy Approver For Attendance Report Approval

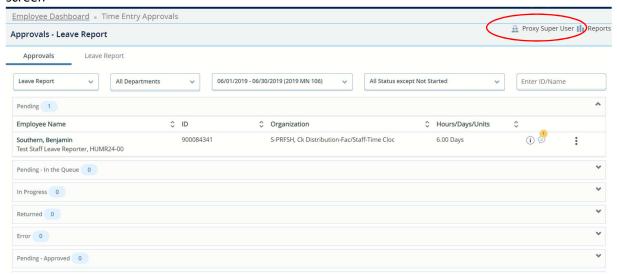
The supervisor of an employee who reports leave online may not always be the person who approves that leave. If you have been granted the ability to act as a proxy for someone whether routinely, in case of emergencies or due to scheduled unavailability, follow the instructions below to act in the stead of a colleague.

NOTE: Acting as a Proxy does not limit the other person's ability to continue to approve leave reports. It only allows you to approve items in their queue while acting on their behalf.

- 1. Log on to the Samford Portal.
- 2. From here you may either select Banner from the top menu bar
 - a. Then choose Employee
 - i. Select Employee Dashboard
- 3. Or you can scan down the left side under HR and Payroll and select Employee Dashboard
- 4. Look to the left under My Activities and click on Approve Leave Report

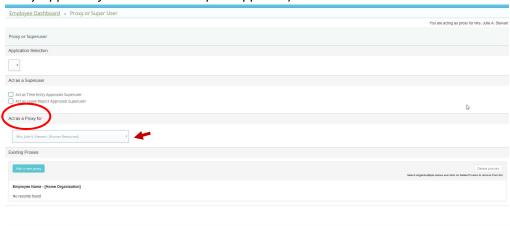


5. Once at the 'Approvals - Leave Report' screen, select Proxy Super User from the top of the screen

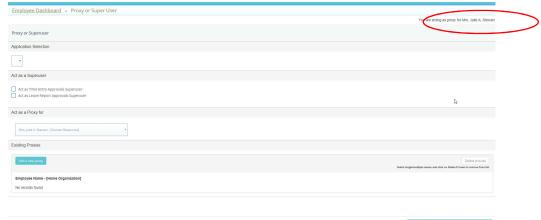


Acting as a Proxy Approver For Attendance Report Approval

6. From the Proxy or Super User screen, under 'Act as a Proxy for', choose from the drop down list the name of the person for whom you will be acting as a proxy. NOTE: If their name is not listed in the drop down menu, they have not added you as a potential proxy. They will need to complete this step before you will be able to assist them.(Refer to the instructions for Adding a Proxy Approver for Attendance Report Approval)



7. A message will appear at the top of the form when you are acting as a proxy for someone else.



8. Select the option at the bottom of the screen to Navigate to Time and Leave Approval.



Acting as a Proxy Approver For Attendance Report Approval

- 9. You should now be able to review, approve or reject leave reports on their behalf. Refer to instructions on Approving Attendance Reports in Self Service.
- 10. You will need to return to the Proxy Super User page or log out and back in to discontinue acting as a proxy if you need to act as a leave approver based on your supervisory role.
- 11. Please let us know if you encounter any issues. Thank you!