Adding a Proxy Approver
For Attendance Report Approval

Follow these steps now to create a backup approver who will assist if you should be unavailable.

The supervisor of an employee who reports leave online may not always be the person who approves that leave. Whether you are granting the ability to act as your proxy to someone who fulfills this responsibility routinely or to someone who could do so in case of emergencies or if you are away, follow the instructions below to allow a colleague to act in your stead.

NOTE: Adding a Proxy does not limit your ability to continue to approve leave reports. It only allows someone else to approve items in your queue when acting on your 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
6. From the Proxy or Super User screen, select ‘Add a new proxy’.

7. When the drop down box appears, begin entering the last name of the employee who will act as your proxy. (Be sure they are aware of this first. Perhaps a reciprocal agreement may be reached. And please, don’t everyone add me. 😊)
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8. You will see the names and organization displayed for anyone whom you have successfully added as a proxy.

9. If you later need to delete someone’s access as a proxy, simply select the box beside their name(s) and choose Delete Proxies.

10. Answer the confirmation message and the person or persons will no longer be able to act as your proxy. We highly recommend having at least one proxy who will be able to assist if you are unavailable.
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11. You may then choose to Navigate back to Time & Leave Approvals, go to Employee Dashboard, or Log Out.

12. For more information refer to instructions on Approving Attendance Reports in Self Service and Acting as a Proxy Approver for Attendance Report Approval.

13. Please let us know if you encounter any issues. Thank you!