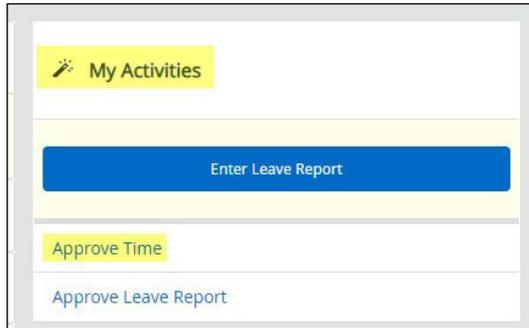
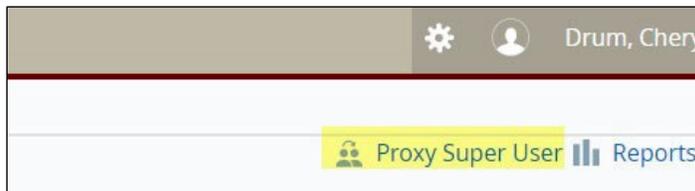


## Proxy and Super User Approvals in MyPortal

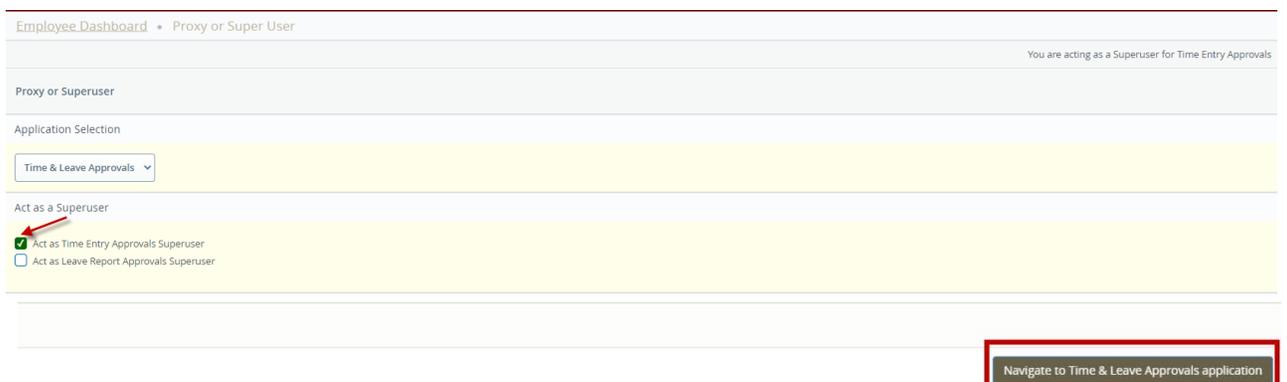
1. Log in to MyPortal
2. Select the Employee Dashboard Tile
3. Click on “Approve Time” located under “My Activities”



4. Click on the “Proxy Super User” link in the top-right hand corner of the page.



- a. To act as a Super User (permission is established for this function through Human Resources), click on the box next to Time Entry Superuser and then on the “Navigate to Time & Leave Approval application” button at the bottom right-hand corner of the page.



- b. If you have been set up as a Proxy for another approver and you want to view and/or approve timesheets on their behalf, select that individual from the Act as Proxy drop down box. Click on the “Navigate to Time & Leave Approval application” button at the bottom right-hand corner of the page to return to the Time Entry Approvals Dashboard.

Act as a Proxy for

McInnis, John E. - [Budgeting and Payroll Services]

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

No records found

Navigate to Time & Leave Approvals application

5. To set up a proxy to approve on your behalf, click “Add a new proxy” in the Existing Proxies section of the Proxy or Super User page.

Existing Proxies

Add a new proxy

Employee Name - [Home Organization]

No records found

- a. Enter a name to search for and click on the name to select.

Existing Proxies

Add a new proxy

Select Employee to add as Proxy

jefferson

Jefferson, Laquitta S. - [Budgeting and Payroll Services]

Jefferson, Tyrone L. - [Grounds]

Employee Name - [Home Organization]

- b. You may delete a proxy by selecting the box next to the name(s) you wish to delete and then click on “Delete proxies” button.

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Jefferson, Laquitta S. - [Budgeting and Payroll Services]

**Please contact the Payroll Office at 843-953-5797 for any questions or issues.**