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"
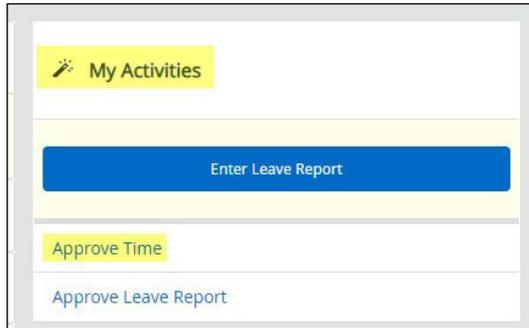
4. Click on the "Proxy Super User" link in the top-right hand corner of the page.
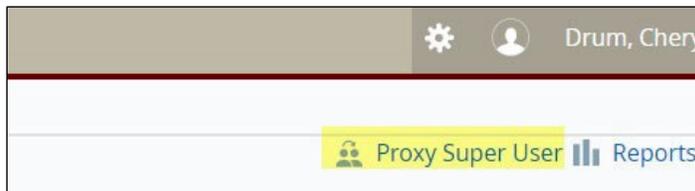
    a. To act as a Super User (permission is established for this function through Human Resources), click on the box next to Time Entry Superuser and then on the "Navigate to Time & Leave Approval application" button at the bottom right-hand corner of the page.
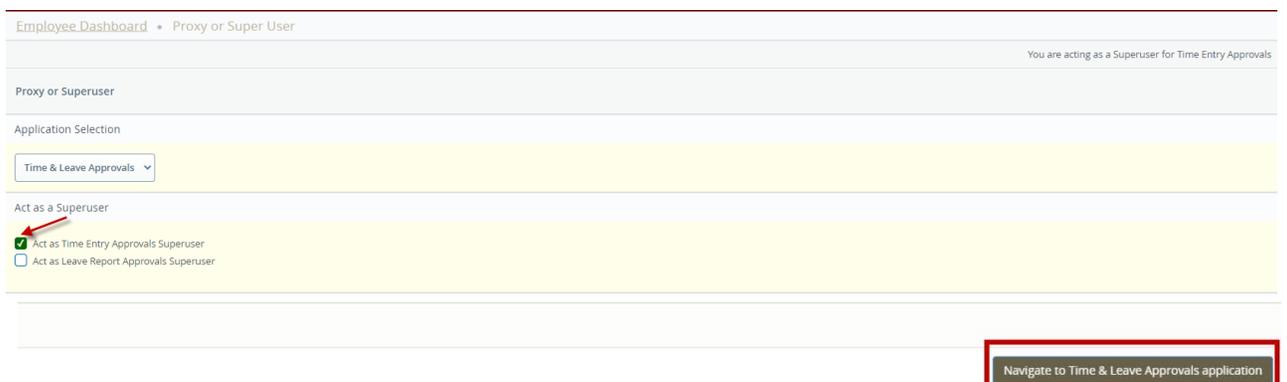
b. If you have been set up as a Proxy for another approver and you want to view and or approve timesheets on their behalf, select that individual from the Act as Proxy drop down box. Click on the "Navigate to Time & Leave Approval application" button at the bottom right-hand corner of the page to return to the Time Entry Approvals Dashboard.

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.

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

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.

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