

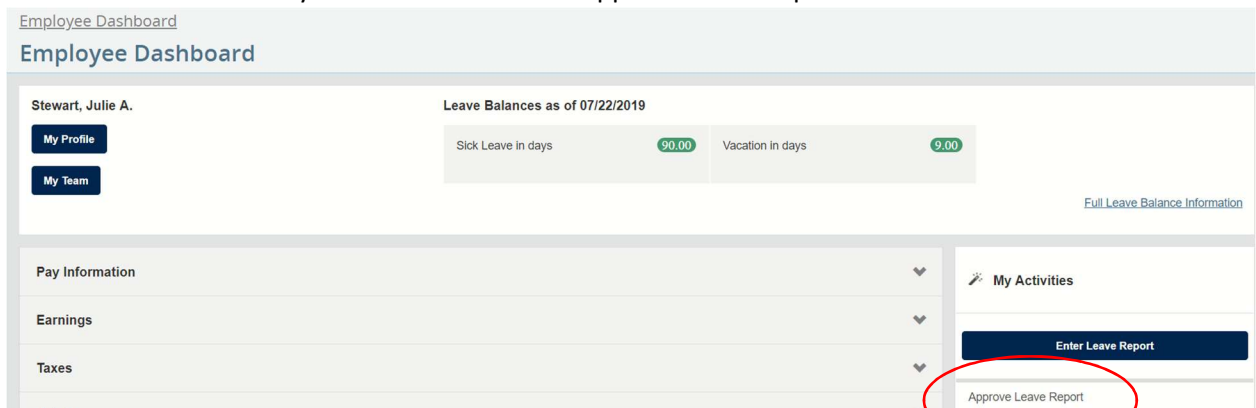
Adding a Proxy Approver For Attendance Report Approval

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.

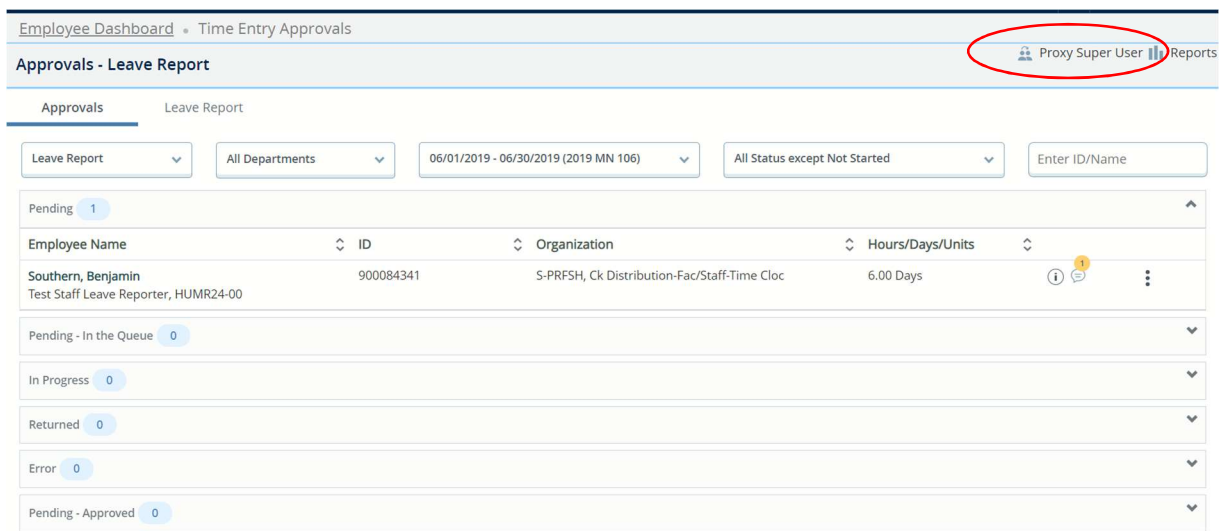
NOTE: Adding a Proxy does not limit your ability to continue to approve leave reports. It only allows someone else to approve items in your queue when acting on your behalf.

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



The screenshot shows the 'Employee Dashboard' for Julie A. Stewart. It includes sections for 'My Profile', 'My Team', and 'Leave Balances as of 07/22/2019' (Sick Leave: 90.00, Vacation: 9.00). On the right, under 'My Activities', the 'Approve Leave Report' button is circled in red.

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

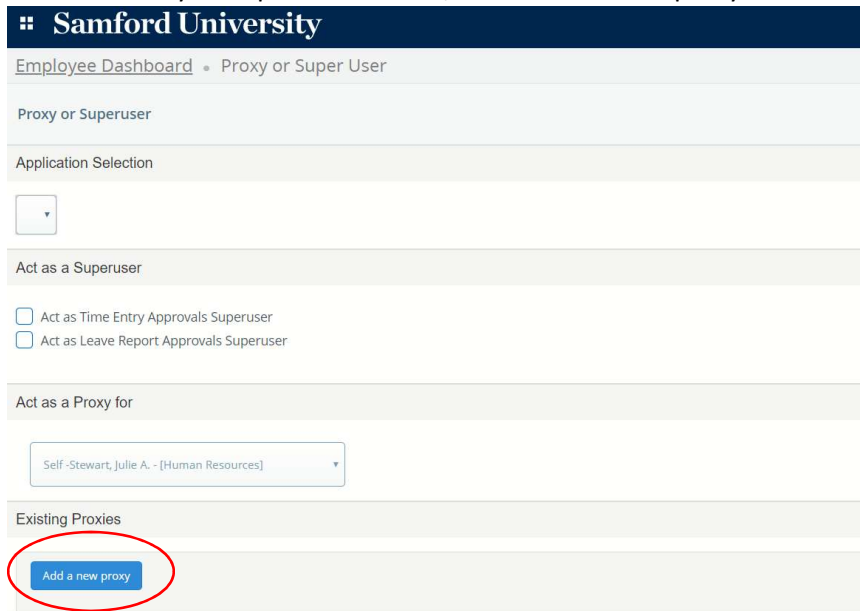


The screenshot shows the 'Approvals - Leave Report' screen. At the top right, the user 'Proxy Super User' is circled in red. Below are filters for 'Leave Report', 'All Departments', '06/01/2019 - 06/30/2019 (2019 MN 106)', and 'All Status except Not Started'. A table shows a pending report for Benjamin Southern (ID: 900084341, Organization: S-PRFSH, Ck Distribution-Fac/Staff-Time Clo, 6.00 Days).

Employee Name	ID	Organization	Hours/Days/Units
Southern, Benjamin Test Staff Leave Reporter, HUMR24-00	900084341	S-PRFSH, Ck Distribution-Fac/Staff-Time Clo	6.00 Days

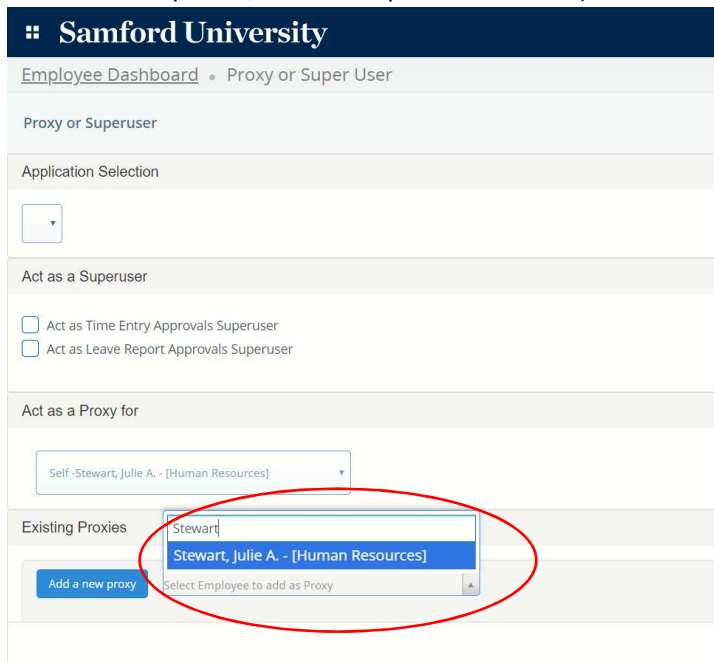
Adding a Proxy Approver For Attendance Report Approval

6. From the Proxy or Super User screen, select 'Add a new proxy'.



The screenshot shows the 'Samford University' interface for adding a proxy. The breadcrumb trail is 'Employee Dashboard > Proxy or Super User'. The page title is 'Proxy or Superuser'. Under 'Application Selection', there is a dropdown menu. The 'Act as a Superuser' section has two checkboxes: 'Act as Time Entry Approvals Superuser' and 'Act as Leave Report Approvals Superuser'. The 'Act as a Proxy for' section has a dropdown menu with 'Self -Stewart, Julie A. - [Human Resources]' selected. The 'Existing Proxies' section contains a blue button labeled 'Add a new proxy', which is circled in red.

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. 😊)



The screenshot shows the same interface as above, but with the 'Add a new proxy' button clicked. A dropdown menu is open, showing a search input field with 'Stewart' entered. Below the search field, the option 'Stewart, Julie A. - [Human Resources]' is highlighted in blue. The button is circled in red.

Adding a Proxy Approver For Attendance Report Approval

- You will see the names and organization displayed for anyone whom you have successfully added as a proxy.

The screenshot shows a web interface titled "Existing Proxies". At the top left is a blue button labeled "Add a new proxy". Below it is a header "Employee Name - [Home Organization]". A list of two proxy approvers is shown, each with an unchecked checkbox to its left:

- Jackson, Angeline J. - [Enterprise Application Group]
- Windham, Joel R. - [Human Resources]

A red oval highlights the header and the two list items.

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

This screenshot shows the same "Existing Proxies" interface. The "Delete proxies" button is circled in red in the top right corner. Below the header, the checkbox for "Windham, Joel R. - [Human Resources]" is checked and circled in red. A small blue tooltip text reads: "Select single/multiple names and click on Delete Proxies to remove from list".

- 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.

A yellow confirmation dialog box with a warning icon and the text "Are you sure you want to remove the proxy?". At the bottom right are two buttons: "No" and "Yes".

Adding a Proxy Approver For Attendance Report Approval

11. You may then choose to Navigate back to Time & Leave Approvals, go to Employee Dashboard, or Log Out

The screenshot shows the 'Proxy or Super User' configuration page in the Samford University system. The page header includes the Samford University logo and navigation links for 'Employee Dashboard' and 'Proxy or Super User'. A red circle highlights the user profile icon in the top right corner. A red arrow points from the 'Employee Dashboard' link to the user profile icon. A purple arrow points from the 'Employee Dashboard' link to the 'Navigate to Time & Leave Approvals' button at the bottom right. The page content includes sections for 'Act as a Superuser' (with checkboxes for Time Entry and Leave Report Approvals), 'Act as a Proxy for' (with a dropdown menu showing 'Self-Stewart, Julie A. - [Human Resources]'), and 'Existing Proxies' (with a table listing 'Jackson, Angeline J. - [Enterprise Application Group]' and 'Windham, Joel R. - [Human Resources]'). A blue button labeled 'Add a new proxy' is located above the proxy list. A 'Delete' button is visible at the top right of the proxy list area.

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!