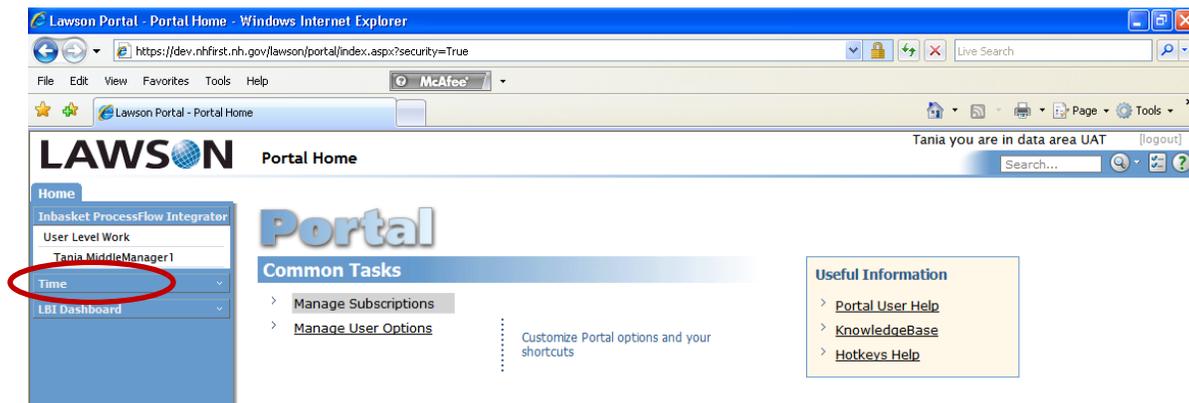


Proxy Time Approval & Leave Request Approval

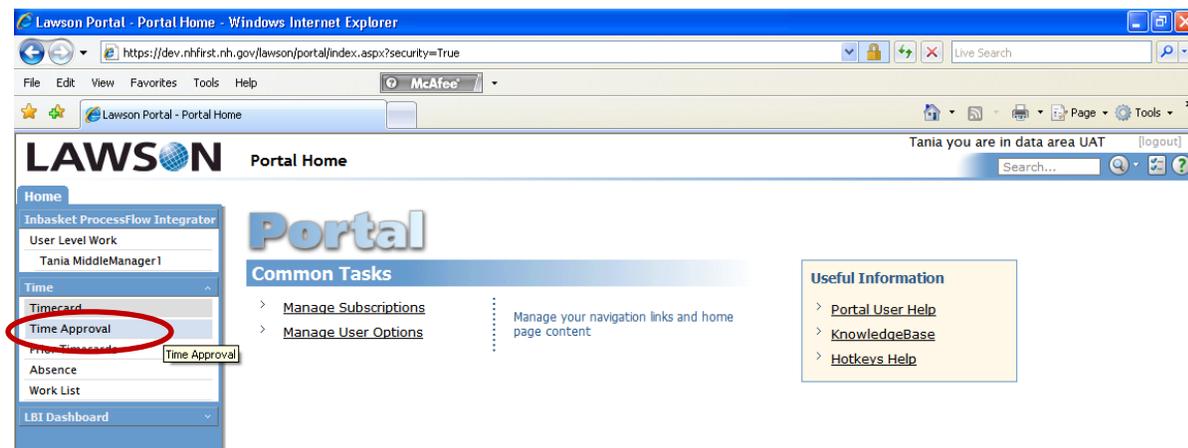
Purpose: These instructions are for approving or rejecting time and leave requests for a manager you are set up to perform proxy timecard approval.

Example: I am Middle Manager 1 and I need to approve time and leave for the direct reports of MiddleManager2

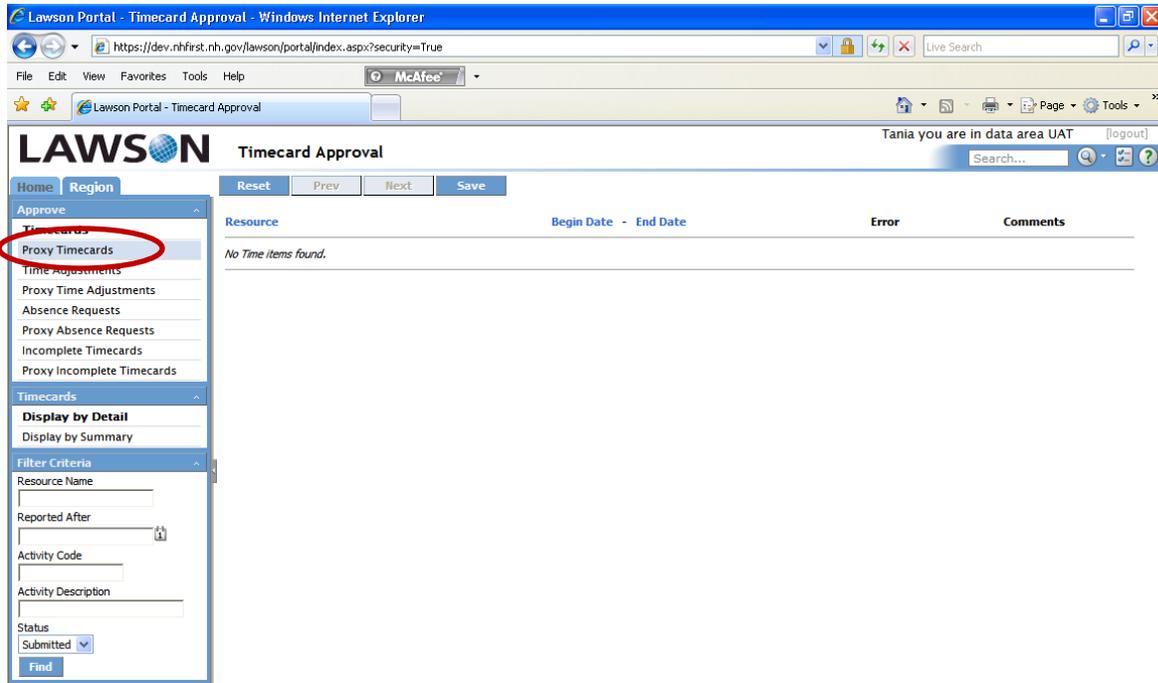
Proxy Time Approval - Click on Time



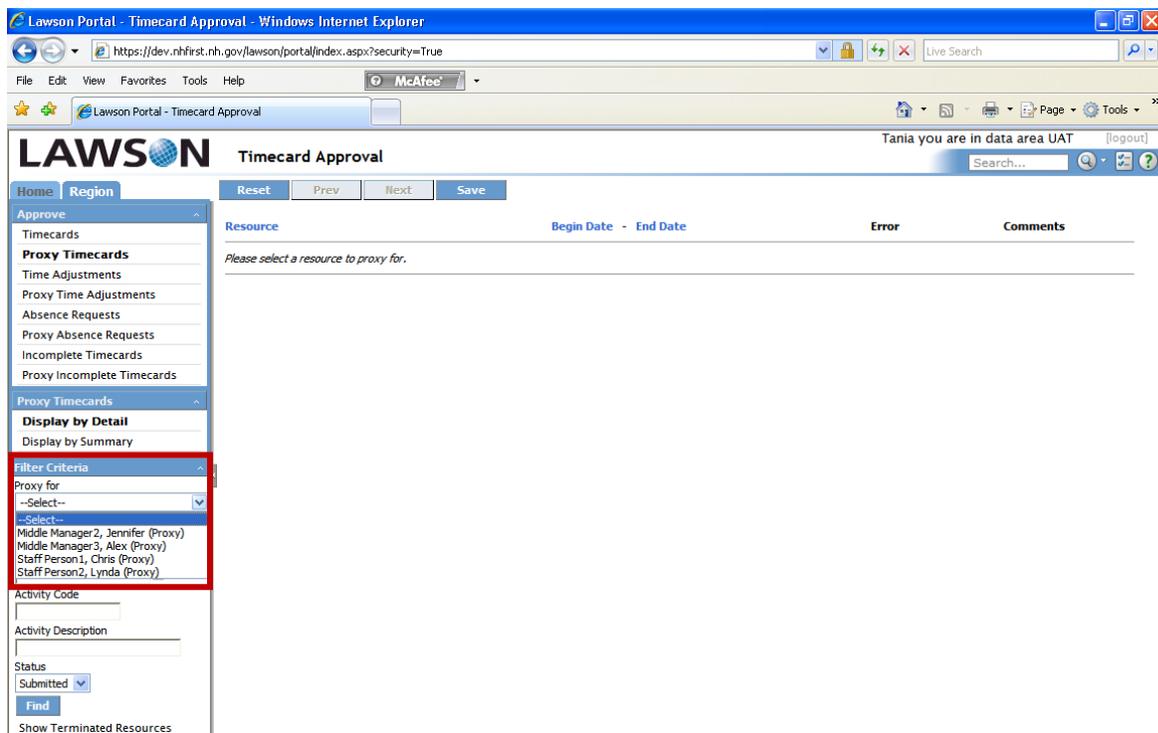
Next Click on **Time Approval**



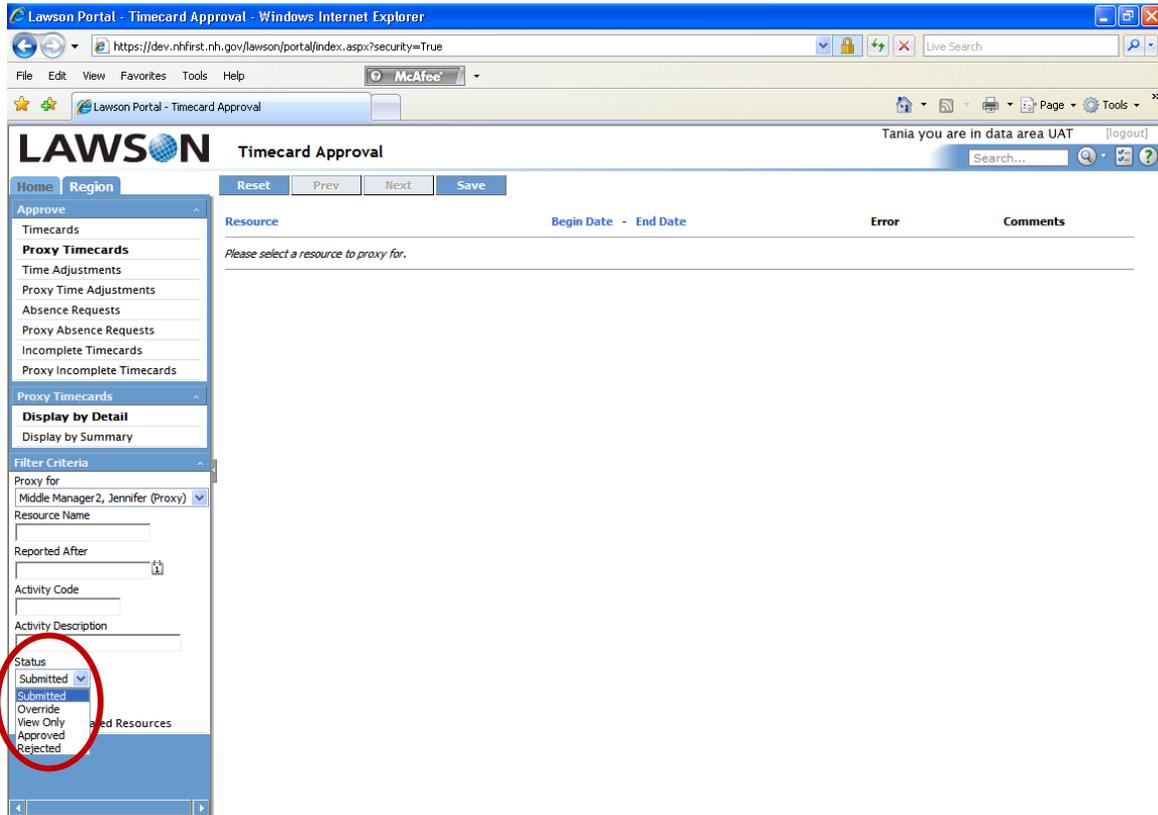
Next click on **Proxy Timecards**



Once you click Proxy Timecards it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose the manager to proxy for.



You will also notice in the Filter Criteria section you can change the **Status**, this is to view timecards in many different statuses. The default status is always **submitted**; this status will show you only timecards that have been submitted to the manager. Once you choose the status click **Find**.



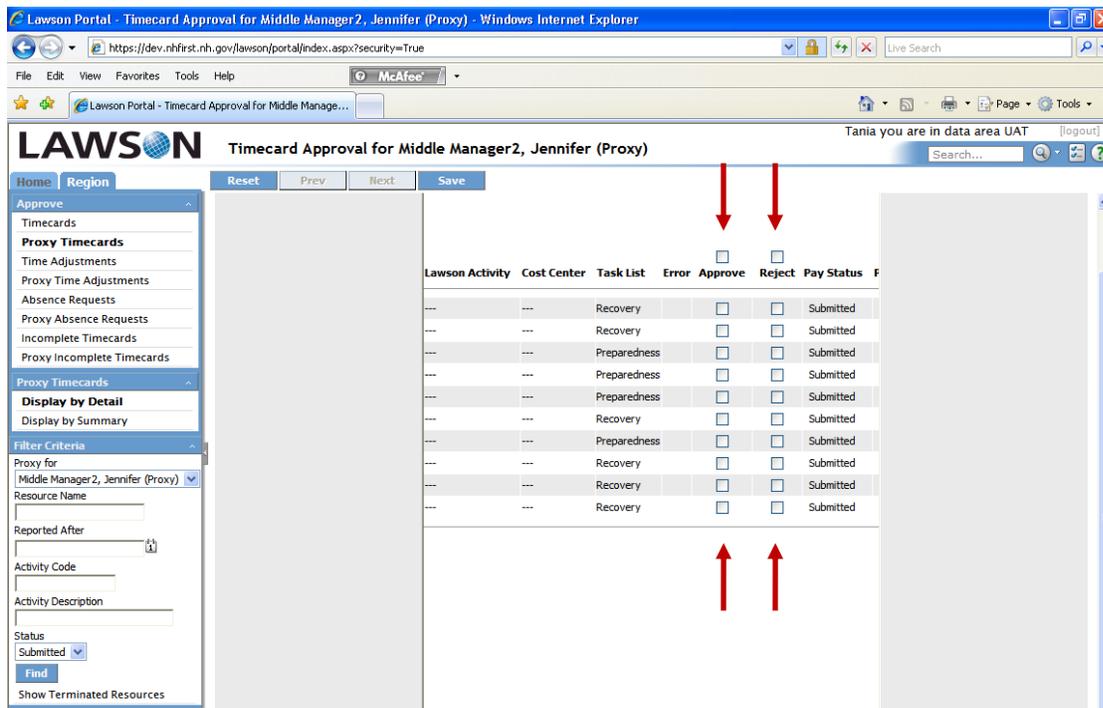
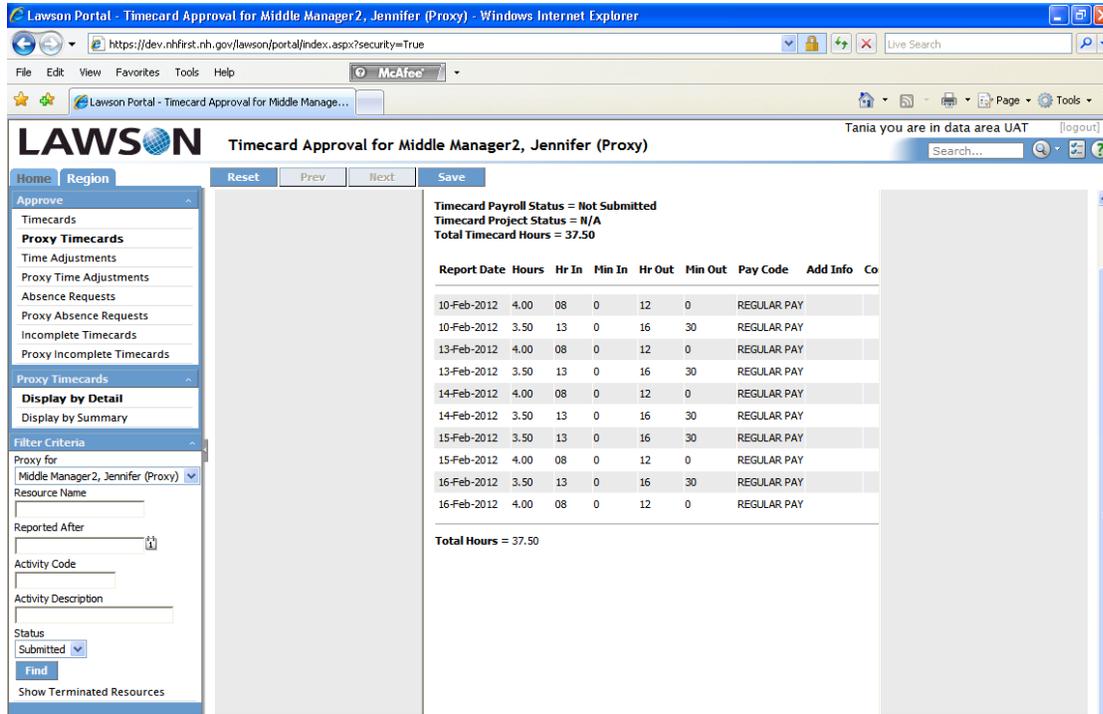
You will now be viewing the timecards which are submitted to the manager for his/her approval or rejection; notice that on the top you will see **Timecard Approval for EMPLOYEE NAME**. Click the box with the + symbol to open time card.

The screenshot shows a web browser window titled "Lawson Portal - Timecard Approval for Middle Manager2, Jennifer (Proxy)". The browser address bar shows the URL "https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True". The page header includes the Lawson logo and the title "Timecard Approval for Middle Manager2, Jennifer (Proxy)". The user is identified as "Tania you are in data area UAT" with a "logout" link. The interface features a navigation menu on the left with options like "Home", "Region", "Approve", "Timecards", "Proxy Timecards", "Time Adjustments", "Absence Requests", "Proxy Absence Requests", "Incomplete Timecards", and "Proxy Incomplete Timecards". The main content area displays a table of timecards with columns: "Resource", "Begin Date", "End Date", "Error", and "Comments". A single row is visible for "Staff Person3, Bill" with dates "10-Feb-2012 - 23-Feb-2012". A red circle highlights a "+" icon in the "Resource" column next to the name. The filter criteria on the left include "Proxy for" (Middle Manager2, Jennifer (Proxy)), "Resource Name", "Reported After", "Activity Code", "Activity Description", "Status" (Submitted), and a "Find" button.

Resource	Begin Date	End Date	Error	Comments
Staff Person3, Bill	10-Feb-2012	23-Feb-2012		

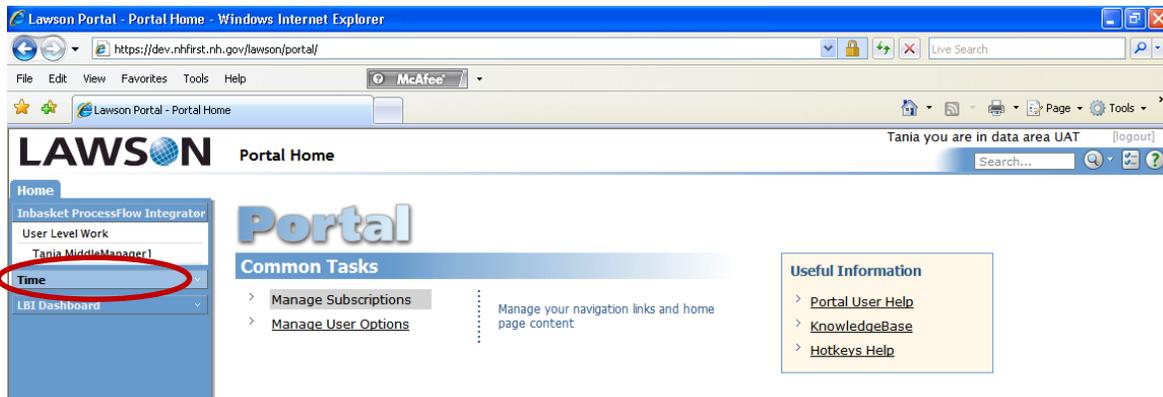
Once you open up the timecard you will see each line submitted by the employee, time can be approved or rejected from this screen.

(If you do not see the boxes for Approve and Reject (as below) you may need to scroll down on the right and then you will see a scroll that goes left and right, scroll to the right, next image)

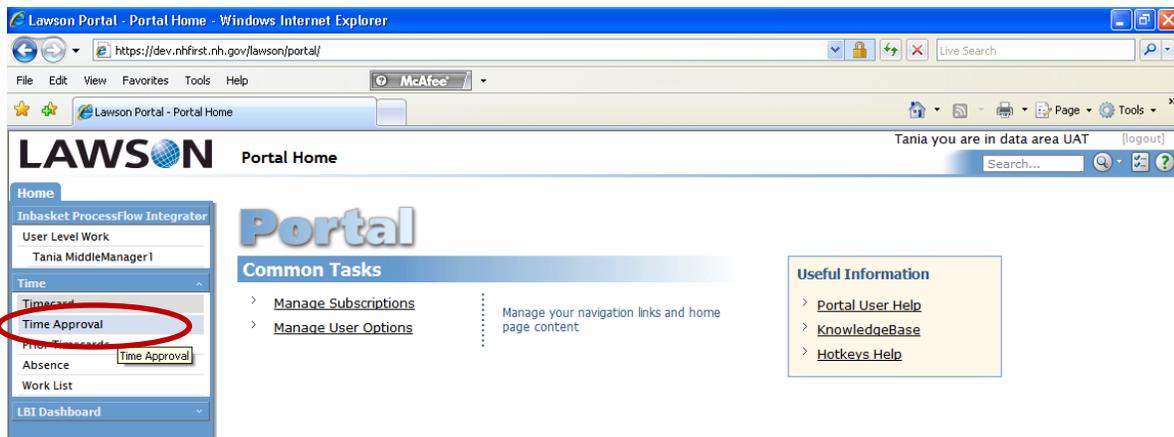


If a rejection must be made you will need to notify the user to fix the line or timecard and resubmit.

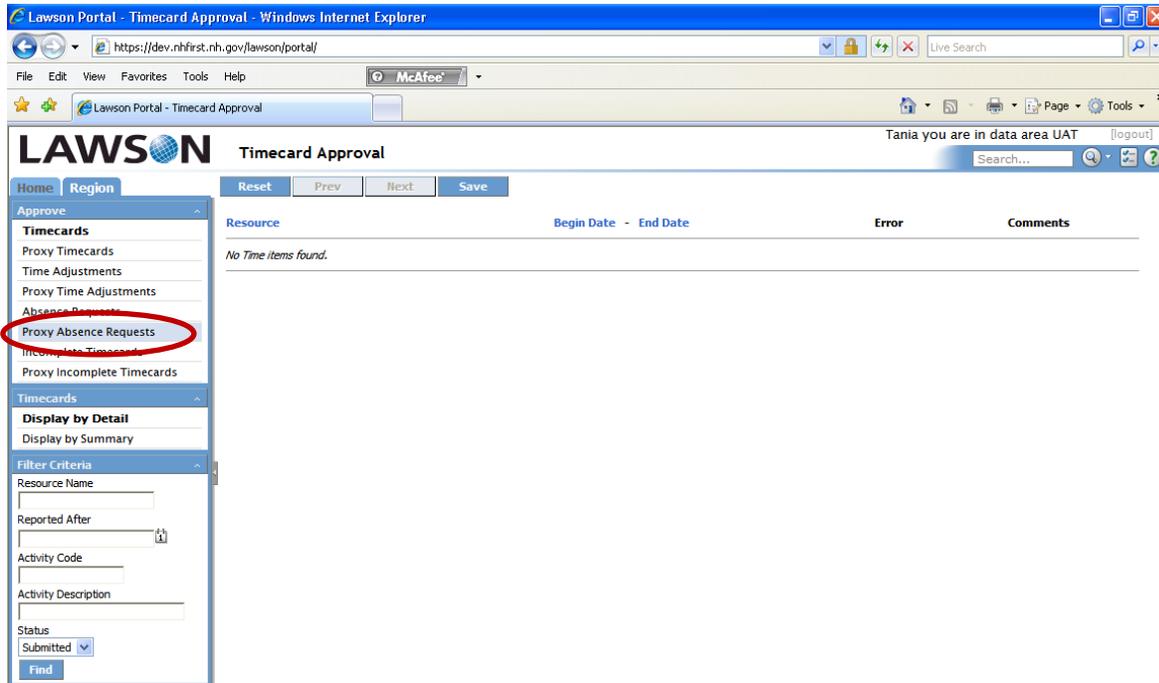
Proxy Absence Request Approval - Click on Time



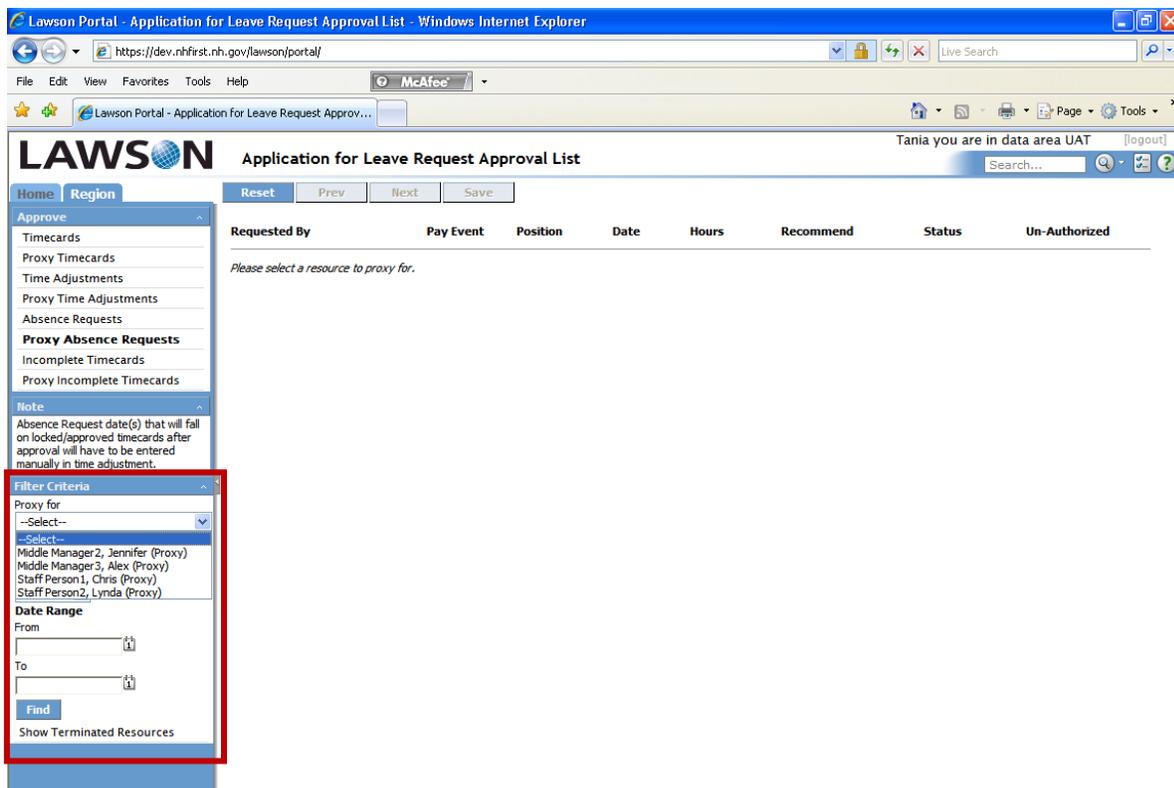
Next click on **Time Approval**



Next click on **Proxy Absence Requests**



Once you click Proxy Absence Requests it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose your employee to proxy for, then click **Find**.



You will now be seeing the Application for Leave Request Approval List screen for your proxy manager's direct reports; requests can be approved or rejected from this screen.