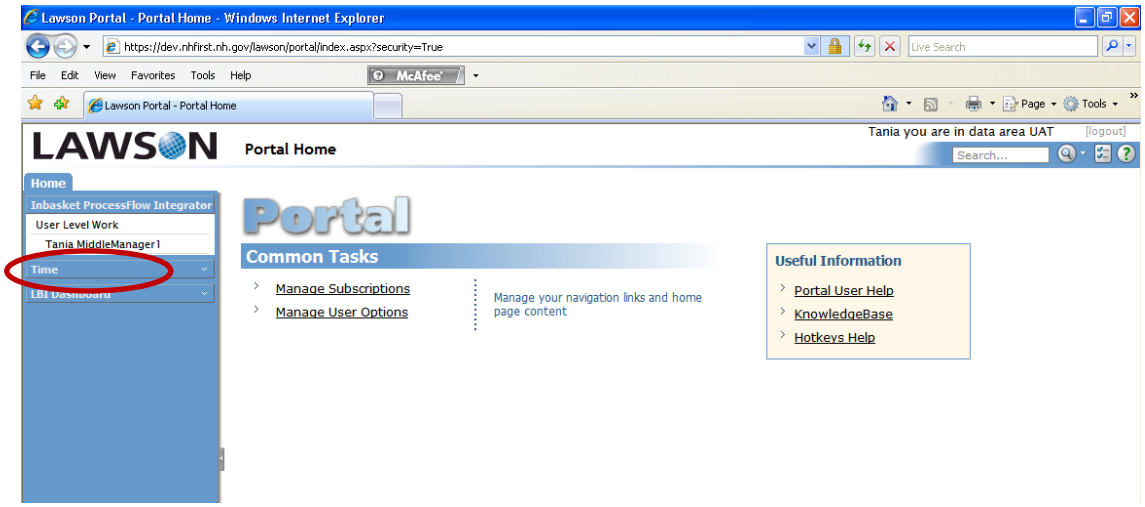
Proxy – Time Entry & Leave Request Entry

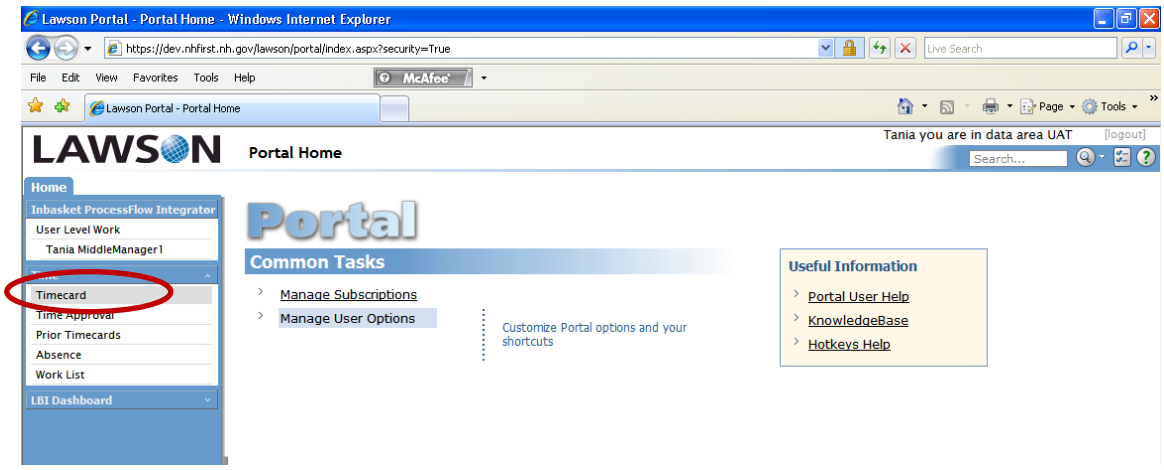
Purpose: These instructions are for entering time and leave request for an individual that you are set up to perform proxy timecard entry.

Example: Middle Manager 1 needs to enter time and leave for Staff Person 3

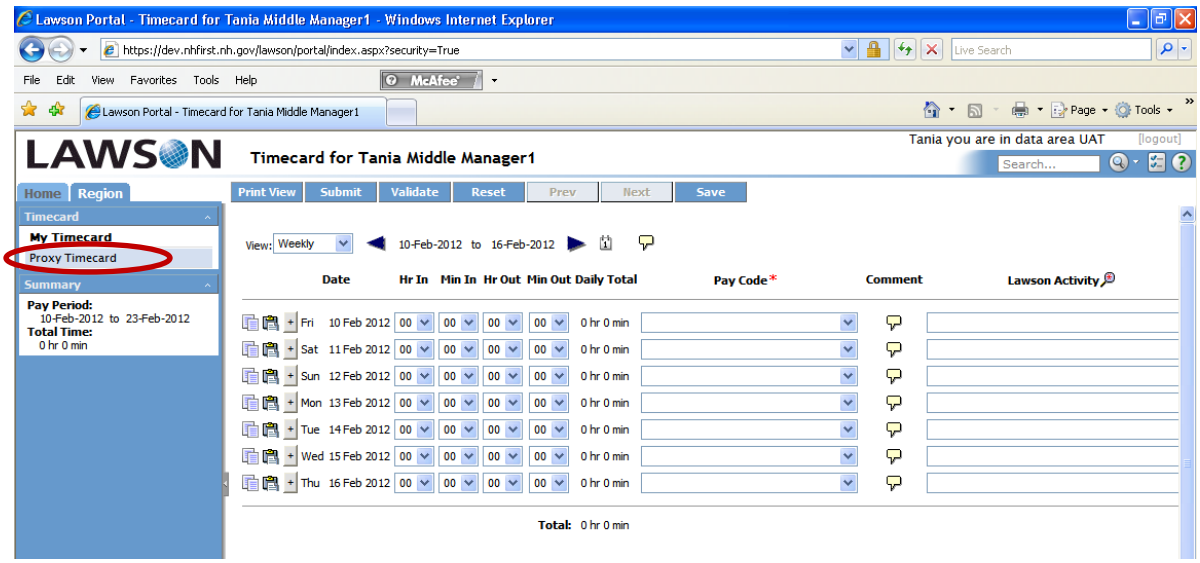
Proxy Time Entry - Click on **Time**



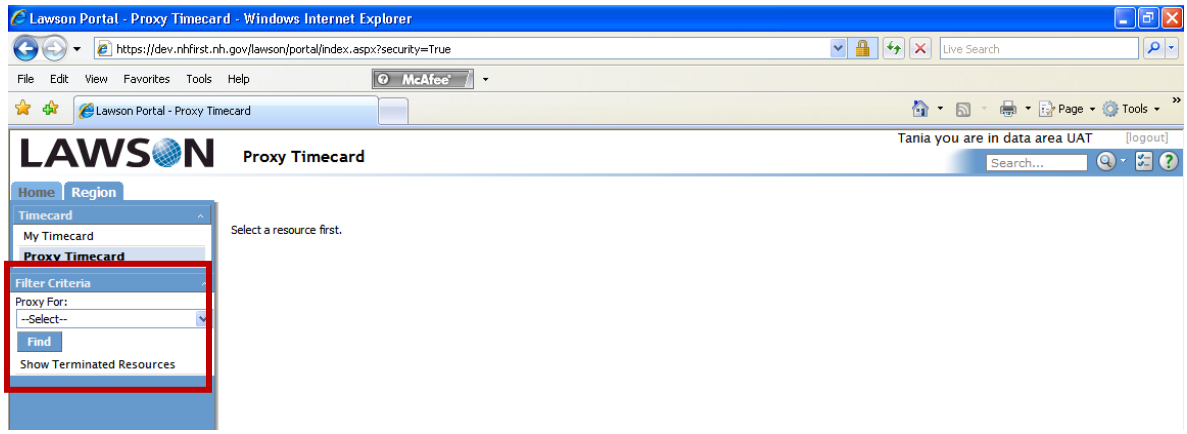
Next Click on **Timecard**



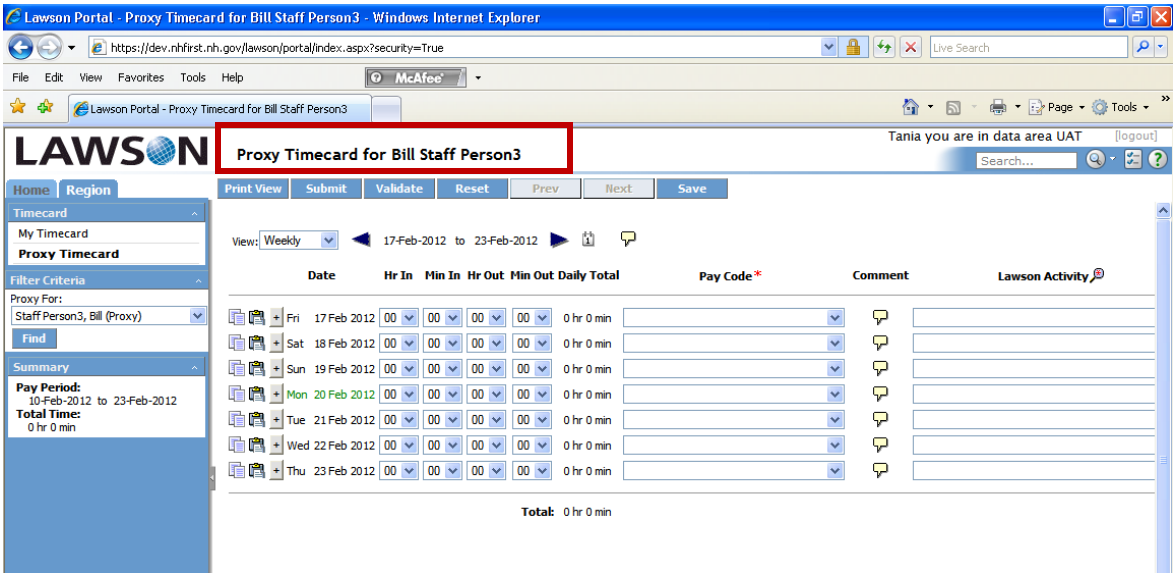
Next click on **Proxy Timecard**



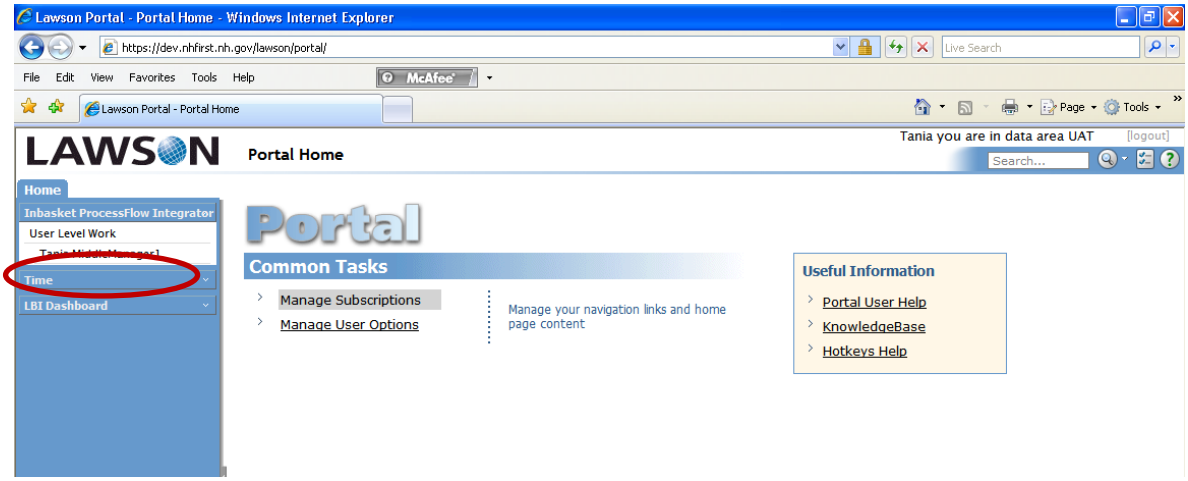
Once you click Proxy Timecard it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose your employee to proxy for, then click **Find**



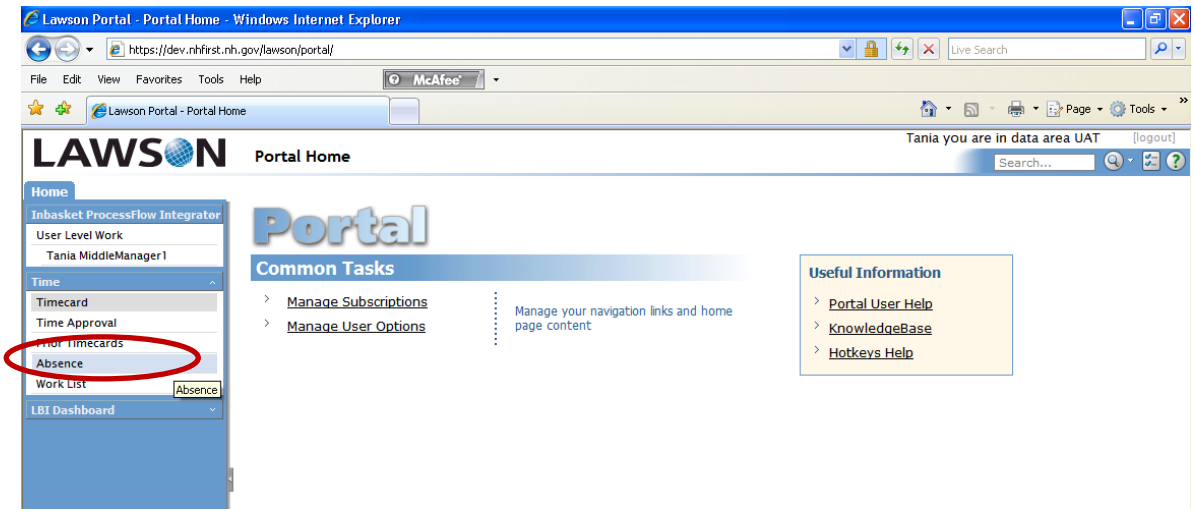
You will now be viewing the timecard for the employee you will need to proxy for; notice that on the top you will see **Proxy Timecard for EMPLOYEE NAME.** Time can be entered and saved here.



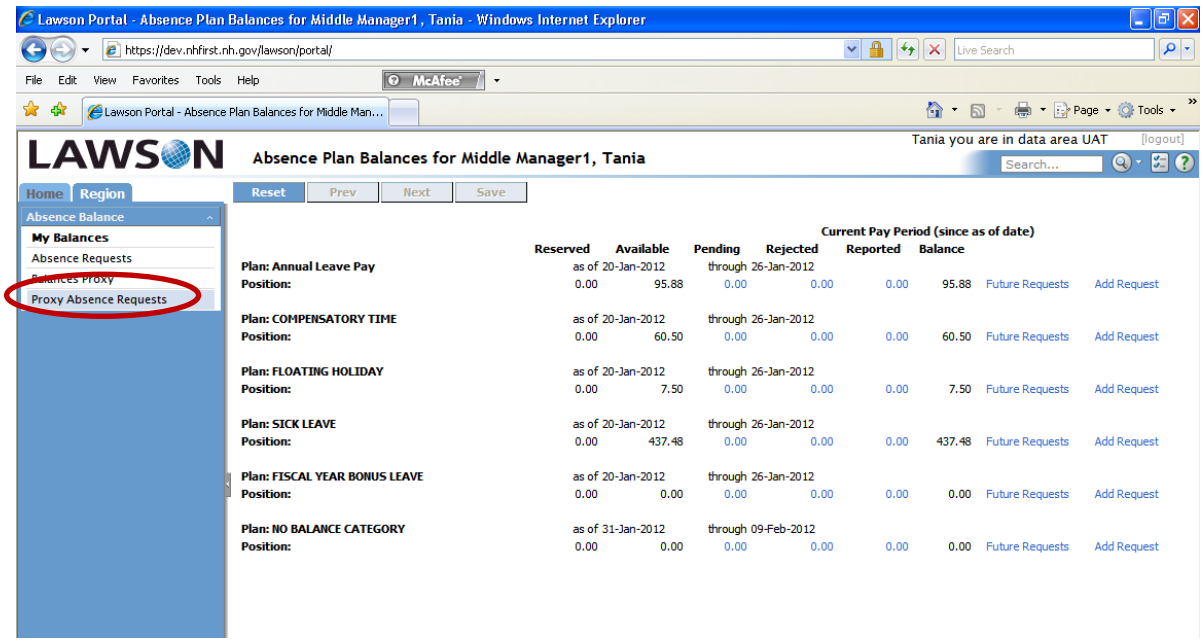
Proxy Absence Request - Click on **Time**



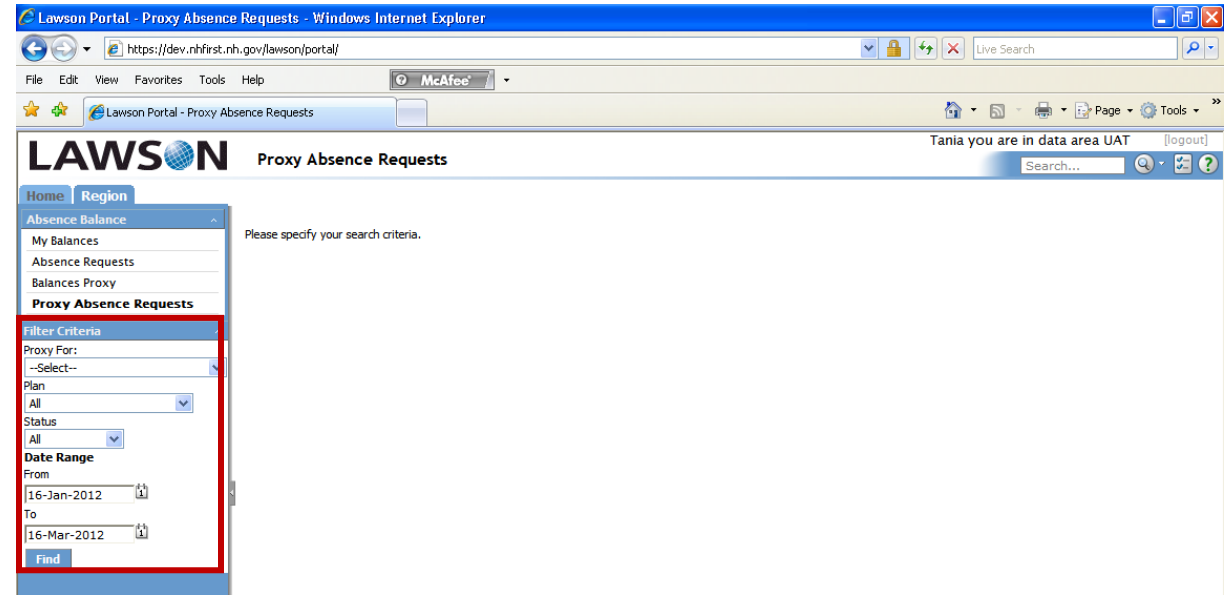
Next click on **Absence**



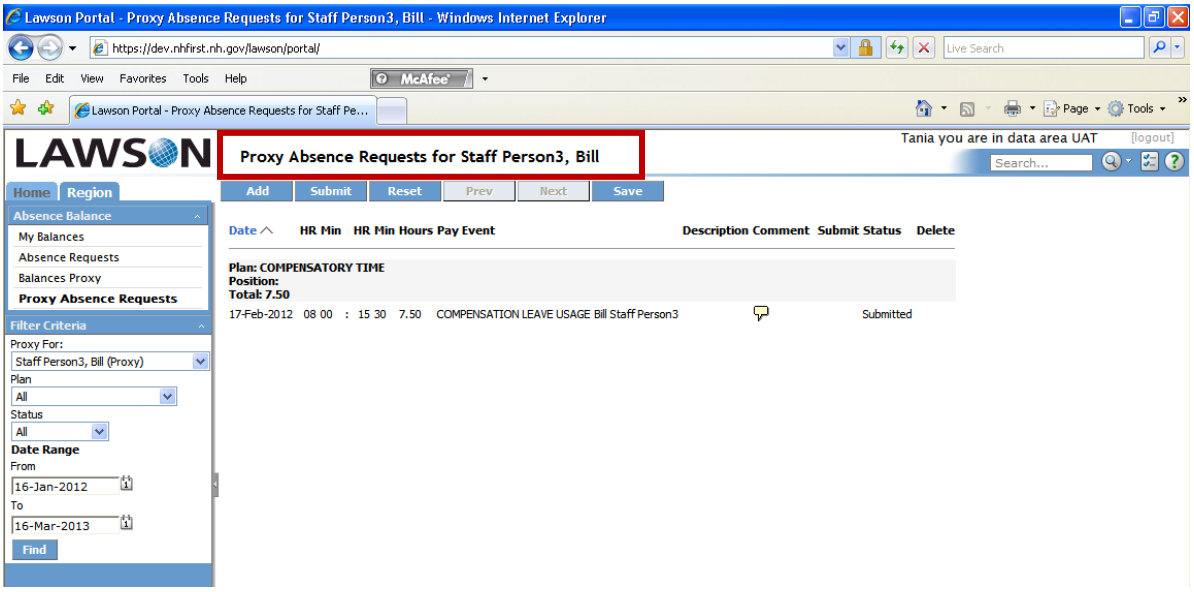
Next click on **Proxy Absence Requests**



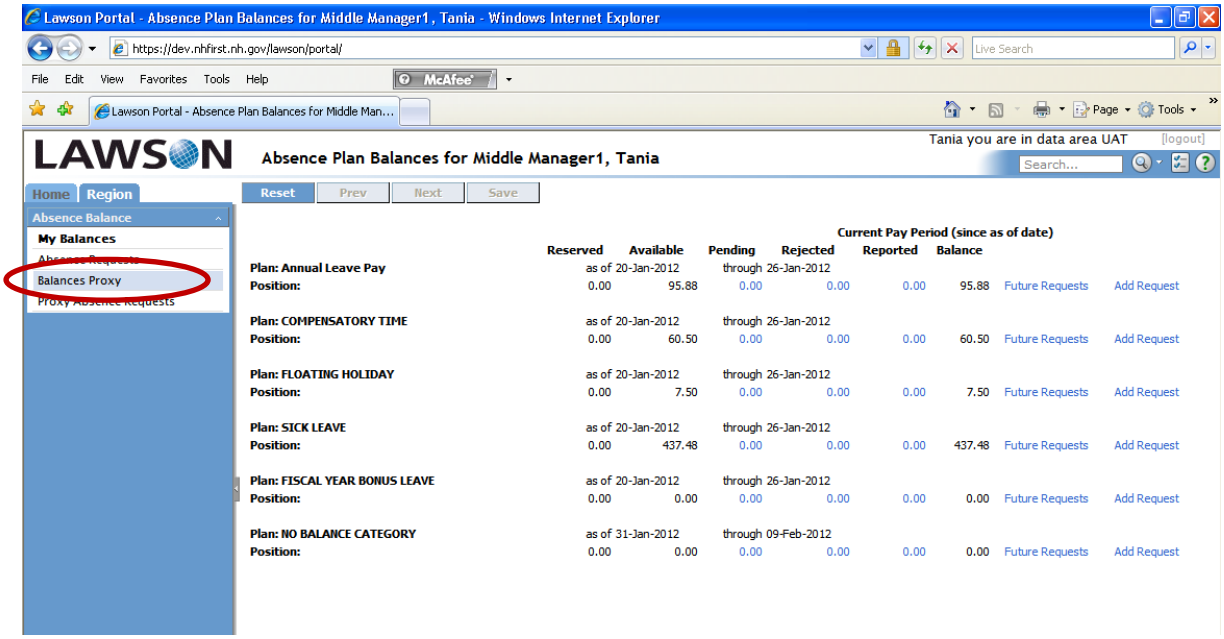
Once you click Proxy Absence Requests it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose your employee to proxy for, then click **Find**. *Note that you can also change the date range here as well.*



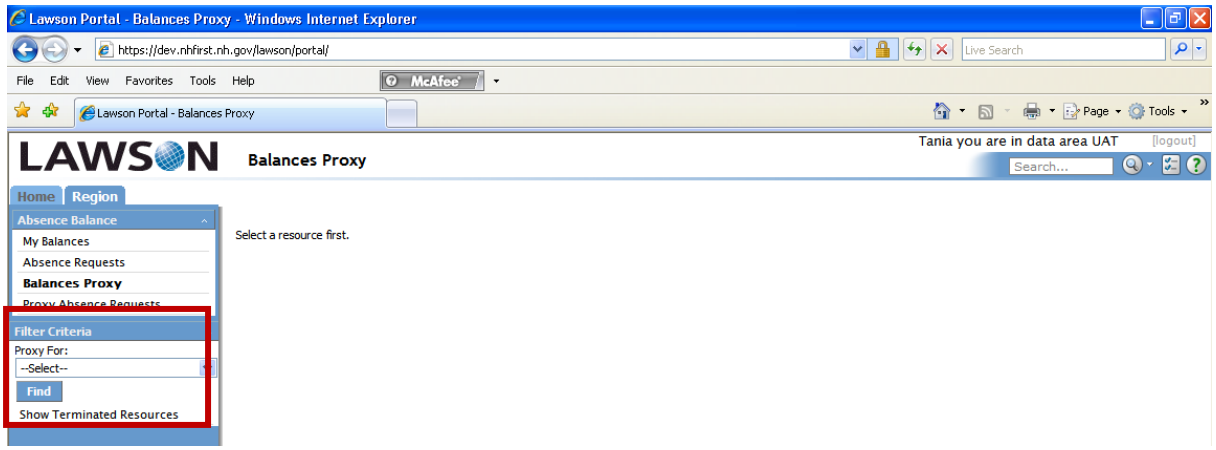
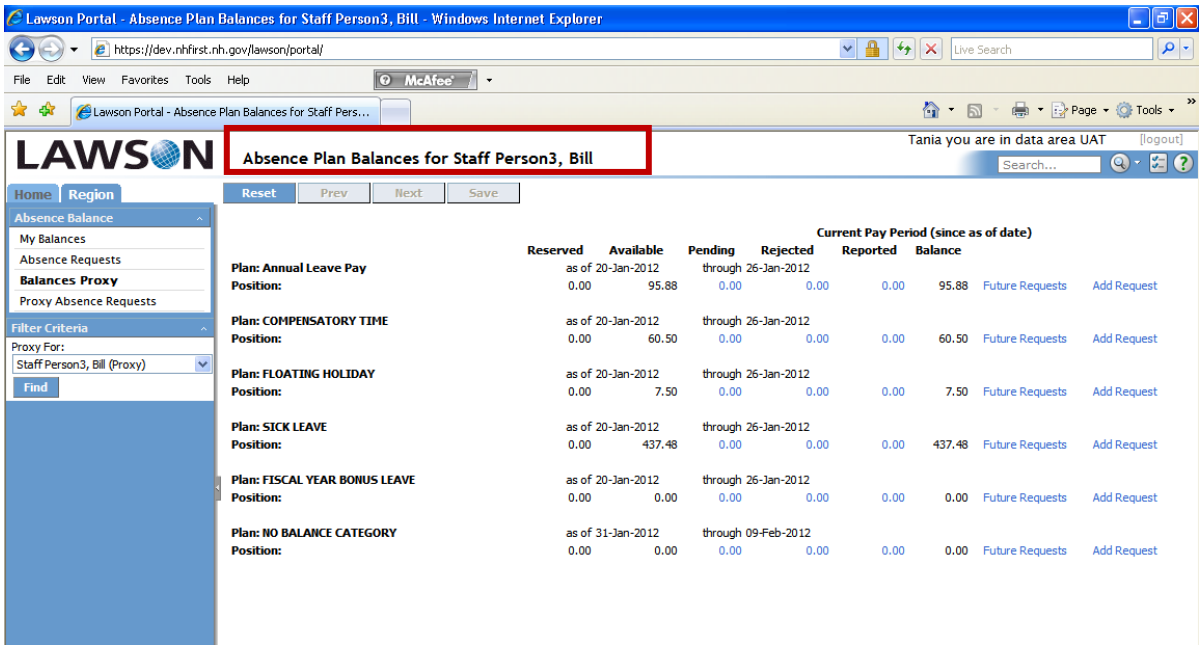
You will now be seeing Absence Request screen for your proxy employee; notice that on the top you will see **Proxy Absence Requests for EMPLOYEE NAME,** click **Add** to proxy absence request.



To view the balance for the employee, click on **Balances Proxy**



This opens up the Filter Criteria, click the drop down to choose your employee, then click **Find**



You will now be seeing Absence Plan Balances screen for your proxy employee; notice that on the top you will see **Absence Plan Balances for EMPLOYEE NAME,** click **Add Request** on the right to submit a leave request.