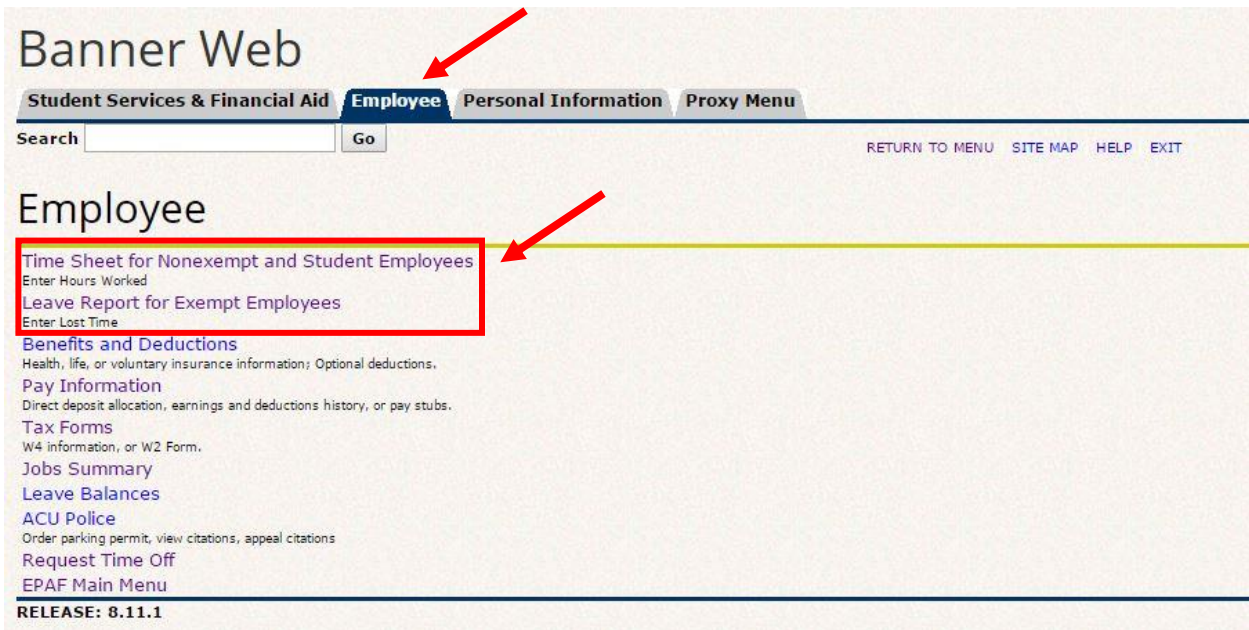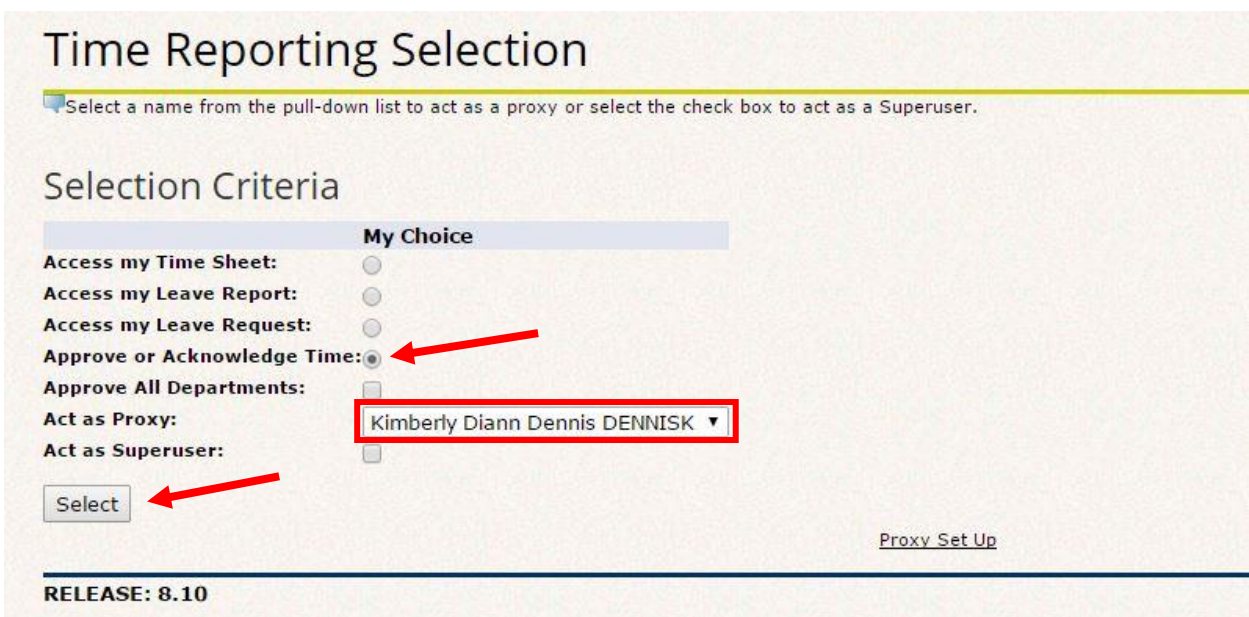# Acting as Proxy: Web Time Entry

Once proxy has been assigned, follow these instructions to approve or acknowledge web time and leave reports as a proxy.

1. Log in to my.acu.edu and click on the Employee tab. Select the link "Time Sheet for Nonexempt and Student Employees" or "Leave Report for Exempt Employees", depending on which one you need to approve.

2. On this page the "Approve or Acknowledge Time" bubble should be selected by default. If it is not, make sure to select it. From the drop down box next to the "Act as Proxy" line select the individual you are serving as proxy for. Click the select button.

3. On this screen you will need to select the correct pay period to approve by clicking the drop down box. Make sure you are selecting the correct pay period as well as the correct employee type (ST, NE, MO). Click the select button.

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
1, 41200, Human Resources	◉	ST, Jul 09, 2015 to Jul 22, 2015 ▼

Sort Order

	My Choice
Sort employees' records by Status then by Name:	◉
Sort employees' records by Name:	○

[Select]

RELEASE: 8.10

4. On this page you will see a list of the employees needing their time/leave approved. When the employee's time sheet/leave report is ready to be approved it will be under a status labeled "Pending." If their time sheet/leave report is still under the "In Progress" section, they have not submitted their time sheet/leave report yet. You will not be able to approve their time sheet/leave report until they have submitted it.

Department Summary

Select the employee's name to access additional details.

COA:	1, Abilene Christian University
Department:	41200, Human Resources
Pay Period:	Jul 09, 2015 to Jul 22, 2015
Act as Proxy:	Kimberly Diann Dennis, DENNISK
Pay Period Time Entry Status:	Open until Jul 24, 2015, 11:59 PM

[Change Selection] [Select All, Approve or FYI] [Reset] [Save]

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
000460248	Ashley Nicole Bryan 998976 - 0 Student Employee	Approve		.00		☐	☐		Change Time Record Leave Balance

In Progress

ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
000469386	Ashton Cheyenne Darrow 998976 - 0 Student Employee		.00		Leave Balances
000495111	Bailey Reid McCorkle 998976 - 0 Student Employee		.00		Leave Balances
000475370	Deidra N Smith 998976 - 0 Student Employee		.00		Leave Balances

Not Started

ID	Name, Position and Title	Other Information
000456549	Hayley Nicole Griffin 998976 - 0 Student Employee	
000471240	Madison Paige O'Dell 998976 - 0 Student Employee	