

Training Guide to Employee Proxy for Time Entry Approval

Scenario:

Supervisor A is the primary supervisor for several employees. Supervisor A will be on vacation and unavailable to approve Time Entries when they are due to payroll. Supervisor A is assigning his/her Alternate Supervisor B to approve Time Entries on his/her behalf.

Step 1: Supervisor A needs to login to mySeattleU system: www.seattleu.edu//mysu/
On the login page for mySeattleU, Supervisor A will enter his University provided username and password, and click "Sign In."

Step 2: Access **Employee Proxy**. If you are using the left navigation pane, click on the Employment, followed by Employee, then Employee Overview. Then, click on "**Employee Proxy**."

The screenshot shows the mySeattleU Employee Overview page. At the top, there is a red header with "SEATTLE UNIVERSITY" and navigation icons. Below the header, there is a breadcrumb trail: "Employment > Employee > Employee Overview". A welcome message reads "Welcome to mySeattleU Employee!". The main content area is a grid of six tiles:

- Tax Information:** Here you can change your consent for e-delivery of tax information.
- Time Approval:** Here you can approve or reject timecards for the people you supervise.
- Earnings Statements:** Here you can view your earnings statement history.
- Employee Proxy:** Here you can grant access to your time approval page to another employee.
- Leave:** Here you can view your leave balances and leave requests.
- Time History:** Here you can view your paid timecards.

Step 3. Supervisor A grants proxy to Alternate Supervisor B.

A. On the “Employee Proxy” page click on “+ Add Time Approval Proxy.”



B. Enter the name of the Alternate Supervisor B whom you want to grant proxy to (whom you assign to approve Time Entry of all of your direct reports). Once found, click on the name.

Add Time Approval Proxy

Employee Search

Search for Employee to Act as Proxy

Employee Search

Alternate Supervisor B

0099999

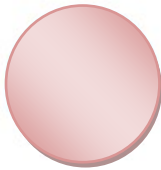
Alternate Supervisor B

- C. The system will issue successful notification email to the Alternate Supervisor B. The Alternate Supervisor B is now added as your proxy, see green checkmark below.

Add Time Approval Proxy

Employee Search

Search for Employee to Act as Proxy



Alt. Supervisor B

Step 4. Upon returning from vacation, please click on 'X' to remove the proxy from Alternate Supervisor B.

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Employment · Employee · Employee Proxy

Proxy access successfully added for Alt. Sup. B

Employee Proxy

Add Proxy

Employee	Proxy Access	Effective Date	End Date
B Alt. Sup. B	Time Approval	8/28/2020	X

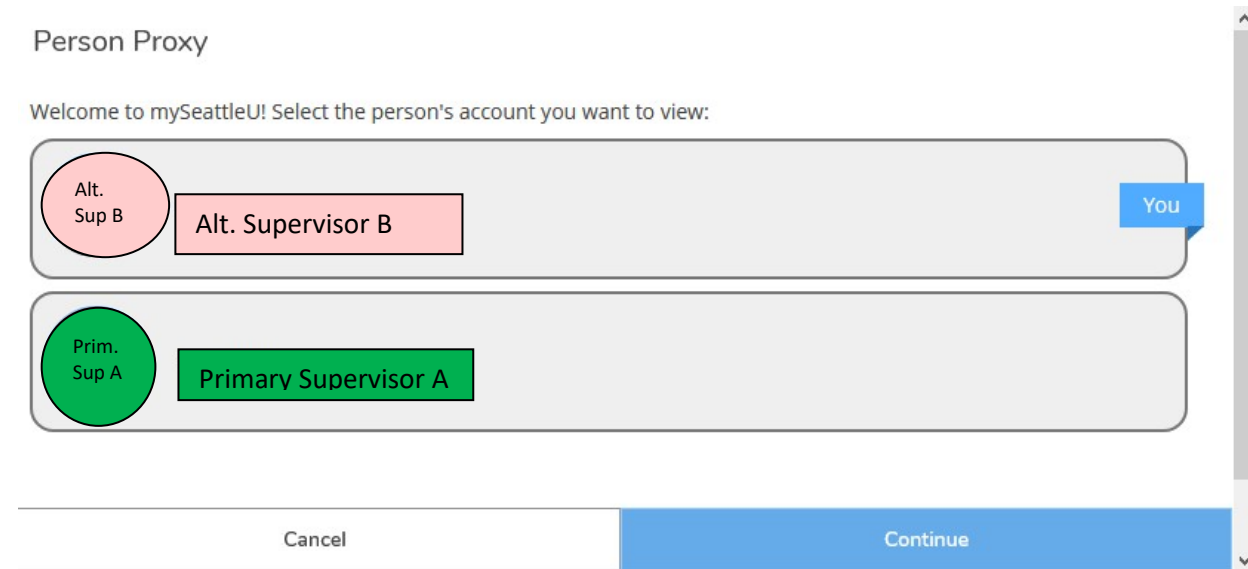
+ Add Time Approval Proxy

Instructions for Alternate Supervisor B:

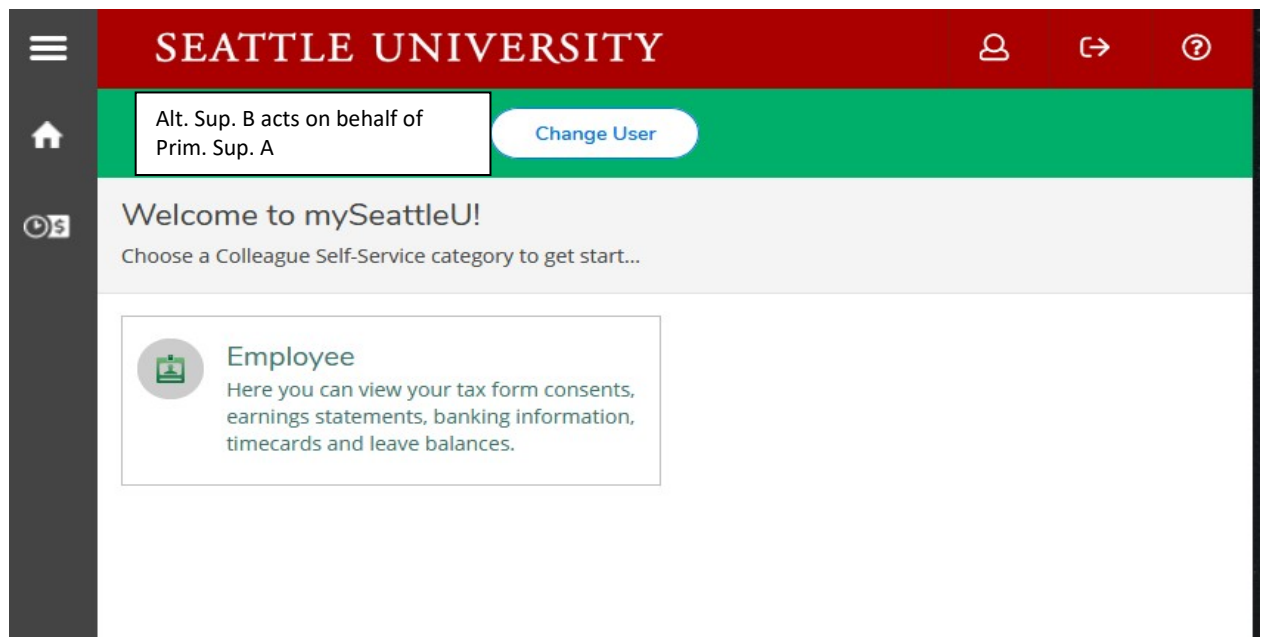
Alternate Supervisor B needs to approve Time Entry(s) of Primary Supervisor’s direct reports.

Step 1: Alternate Supervisor B needs to **login to mySeattleU** system: www.seattleu.edu//mysu/
On the login page for mySeattleU, Alternate Supervisor B will enter his University provided username and password, and click “Sign In.”

Step 2: Once Alternate Supervisor B logged in using his/her credentials, they will see the ‘**Person Proxy**’ page. Alternate Supervisor B can now approve the Primary Supervisor’s direct reports by either selecting as him/herself or as Primary Supervisor A, then click continue.



Please review the the [training guide for Time Entry approval.](#)



IMPORTANT: Please make sure to review and approve for the correct PAY PERIOD.

SEATTLE UNIVERSITY Gary Sign out Help

Alt. Sup. B acts on behalf of Prim. Sup. A Change User

[Employment](#) · [Employee](#) · [Time Approval](#)


Time Approval

Students, NE Staff, Union

Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additio... Hours	
Jane, Doe	0000005						
11/01/2020-11/15/2020	11/25/2020 11:59 PM	No Time Entered	0.00	0.00	0.00	0.00	Approve Reject Comments View
08/16/2020-08/31/2020	9/2/2020 11:59 PM	Rejected	82.50	75.00	7.50	0.00	Approve Unreject Comments View
07/16/2020-07/31/2020	8/10/2020 11:59 PM	No Time Entered	0.00	0.00	0.00	0.00	Approve Reject Comments View

Alt. Sup. B acts on behalf of Prim. Sup. A Change User

Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additio... Hours	
Jane, Doe - 0000005							
11/01/2020-11/15/2020	11/25/2020 11:59 PM	No Time Entered	0.00	0.00	0.00	0.00	Approve Reject Comments View
08/16/2020-08/31/2020	9/2/2020 11:59 PM	Rejected	82.50	75.00	7.50	0.00	Approve UnrejectComments View
07/16/2020-07/31/2020	8/10/2020 11:59 PM						Approve Reject Comments View
Poquiz, Melissa A. - 1172055							



Approving Time

A successful approval displays "APPROVED" in the status column.

Alt. Sup. B acts on behalf of Prim. Sup. A Change User

Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additio... Hours	
Jane, Doe - 0000005							
11/01/2020-11/15/2020	11/25/2020 11:59 PM	No Time Entered	0.00	0.00	0.00	0.00	Approve Reject Comments View
08/16/2020-08/31/2020	9/2/2020 11:59 PM	Approved	82.50	75.00	7.50	0.00	Unapprove Reject Comments View
07/16/2020-07/31/2020	8/10/2020 11:59 PM	No Time Entered	0.00	0.00	0.00	0.00	Approve Reject Comments View
Poquiz, Melissa A. - 1172055							