

# Proxy Set-Up

## Adding or Deleting a Proxy

The secondary or back-up approver (proxy) must be established and edited by the primary approver in SOS. Multiple proxies can be identified in this system. Proxies can be added in SOS after payroll has established the correct organization rights.

Approvers must submit a Payroll Approval Routing form to [payroll@sjcd.edu](mailto:payroll@sjcd.edu) to begin the proxy set-up process. Blank forms can be found on the internal website, The Exchange, under the Forms/Documents link. Payroll will notify the approver when the next steps can be taken to add the proxy.

Proxies that are available are populated upon the completion of the Banner User ID Access Request form. Please contact Human Resources for information regarding a Banner User ID. Although, this list may show the designated proxy name, each approver and proxy must have the appropriate department rights established prior to approving.

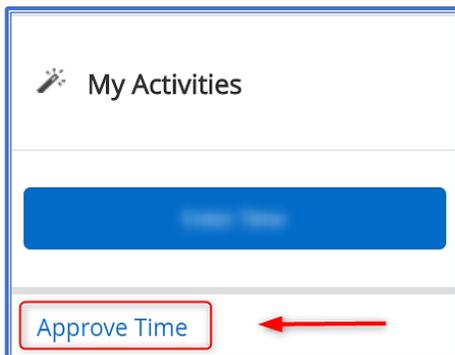
## Employee Dashboard

Log into SOS.

Navigate to the **Employees** section and then select the **Employee Dashboard** tab.



On the Employee Dashboard select the **Approve Time** button.

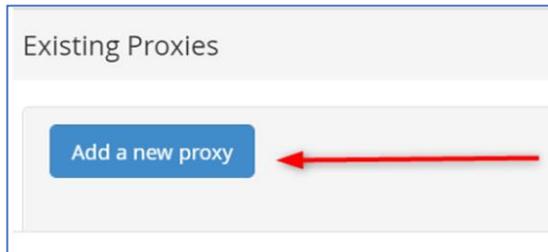


**Note:**  
*If you are approving as a proxy, please review the **Web Time Entry Approvers FY 22** handout for step-by-step instructions.*

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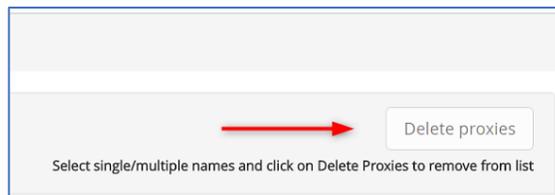
From your approval timesheet dashboard locate the existing proxies section to *add* the name of the person (s) who serve as proxy to your organization by selecting the **Add a new proxy** button.

## Screen 1:



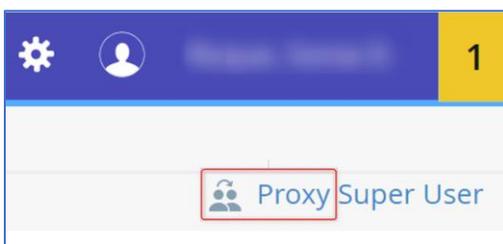
From your approval timesheet dashboard locate the existing proxies section to *remove* the name of the person who served as proxy to your organization by selecting the **Delete proxies** button.

## Screen 2:



## Approving a Timesheet as a Proxy

Select the **Proxy** link in the top right corner of the screen



Select the name of the person you will proxy for using the arrow in the field box. Then select the navigate time button shown below to access the timesheets. If the actual leader is not one of your options, please contact the payroll office at [payroll@sjcd.edu](mailto:payroll@sjcd.edu) for assistance.

