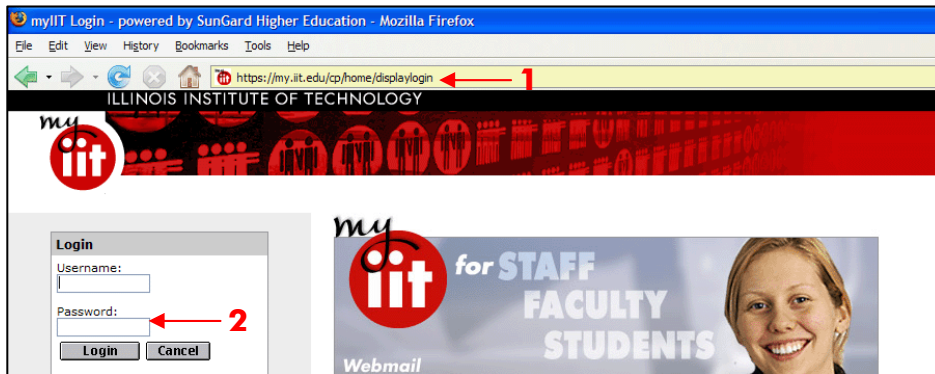# How do I approve time sheets as a proxy?

To approve time sheets as a proxy, the primary approver must have selected you as their approval proxy.
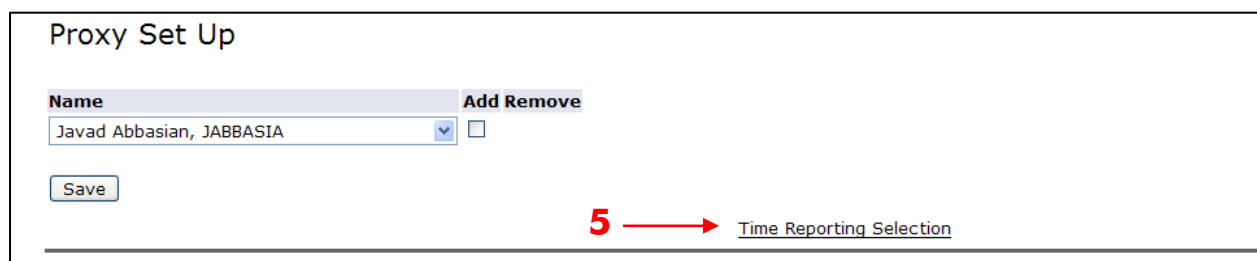
1. Using the Internet, access the **myIIT portal** at: **http://my.iit.edu**

2. Enter your **portal username and password**

3. Click on the **Work** tab

4. In the Time Approval channel, select the **Update Approval Proxies** link

5. Click the **Time Reporting Selection** link at the bottom of the screen

6. Select **Approve or Acknowledge Time**

7. Next to **Act as Proxy** click on the pull-down list to select who you will be acting as a proxy for.

8. After you have selected the person's name, click **Select.**

9. If you are a Proxy for more than one person or department, under **My Choice** you will need to select which department you wish to view.

10. Then select the current pay period from the pull-down list.

11. Click **Select** to view the time sheets

12. Review and approve time sheets as explained in the Web Time Entry Approver Manual.