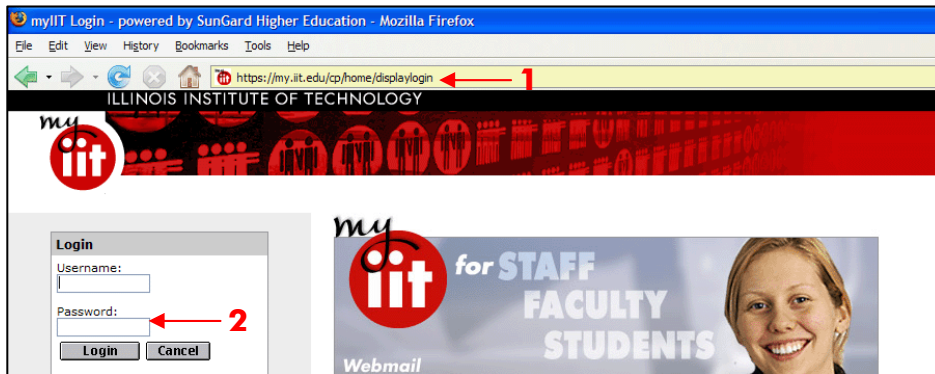


How do I approve time sheets as a proxy?

To approve time sheets as a proxy, the primary approver must have selected you as their approval proxy.

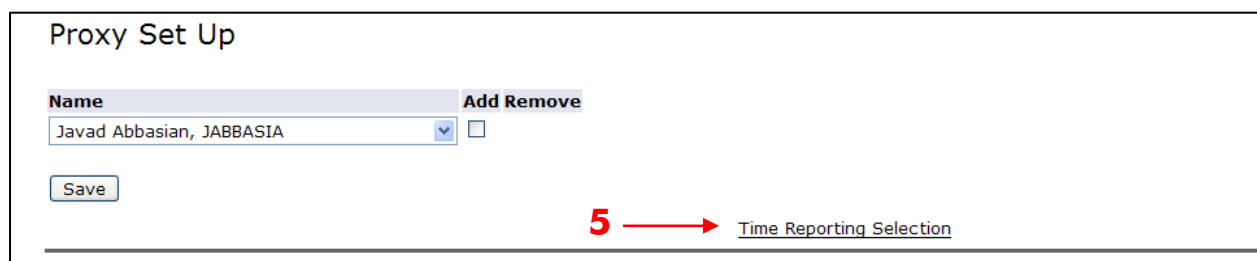
1. Using the Internet, access the **myIIT portal** at: <http://my.iit.edu>
2. Enter your **portal username and password**



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**

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self
Act as Superuser:	Gregory S Broad GBROAD Tressa Williams TWILLI16 Self

Select

[Proxy Set Up](#)

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**.

Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and click Select.

Time Sheet

Department and Description	My Choice	Pay Period
1, 2061, Systems and Technology Services	<input checked="" type="radio"/>	BW, Dec 30, 2007 to Jan 12, 2008
1, 2069, B at IIT	<input type="radio"/>	BW, Dec 30, 2007 to Jan 12, 2008

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

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.