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: <u>http://my.iit.edu</u>
- 2. Enter your portal username and password

😕 myIIT Login - powered by SunGard Higher Education - Mozilla Firefox				
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Login	my			
Username: Password: 2	for SIAIF FACULTY			
Login Cancel	Webmail STUDENTS			

3. Click on the **Work** tab

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My Account Content/Layout You are currently logged in. Welcome Teaching Faculty Self Service Work Faculty & Employee Info Library Research My Stuff Portal Hein	groups	Bb WF blackboard web for faculty	ets librar support e-resour	y logout Perember	? help
		-			
HR - Announcements Time Approval	⊐∓X	Employment	Details		
For announcements about training & development opportunities, please add the Training & Development channel to myIIT! 4/22/3002 Knowing Your Bonofite - What is a Elexible		Benefits Direct Deposit			
Time Approval		Job Details Leave Details	ory		
1 5050 Human Resources Office	₹×				
Bi-Weekly - 18, Period Ending : Aug 25, 2007, Time Sheet		Banner Self-	Service		
		🗋 Banner S	elf-Service		
Update Approval Proxies 🛶 🛛 4		Facilities			

- 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

Proxy Set Up	
Name	Add Remove
Javad Abbasian, JABBASIA	
Save	
	5> Time Reporting Selection

6. Select Approve or Acknowledge Time

Selection Criteria			
	My Choice		
Access my Time Sheet:	0		
Access my Leave Report:	0		
Access my Leave Request:	0		
Approve or Acknowledge Time	e: 💿 🖊 🔮	7	
Act as Proxy:	Self		
Act as Superuser:	Gregory S Broad GBROAD Tressa Williams TWILLI16 Self		
Select 🔶 8			
			<u>Proxy Set Up</u>

- 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				
Time Sheet	,9			
Department and Description	My Choice	Pay Period		
1, 2061, Systems and Technology Services	: ())	BW, Dec 30, 2007 to Jan 12, 2008 🔫 🗕 👖 🛛		
1, 2069, B at IIT	0	BW, Dec 30, 2007 to Jan 12, 2008 💌		
Sort Order				
	My Ch	noice		
Sort employees' records by Status then by N	Jame: 💿			
Sort employees' records by Name:	0			
Select - 11				

- 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.