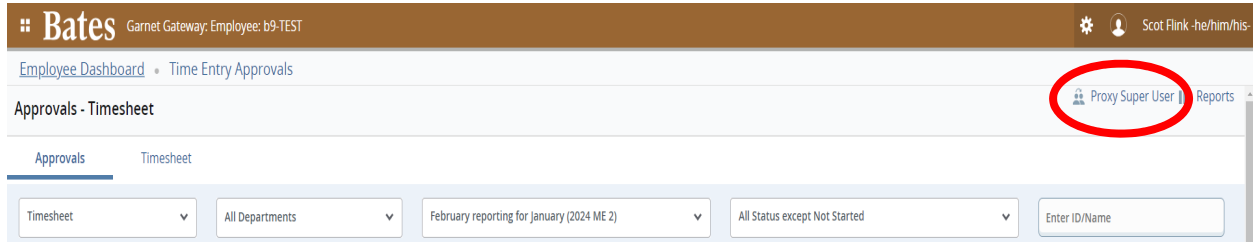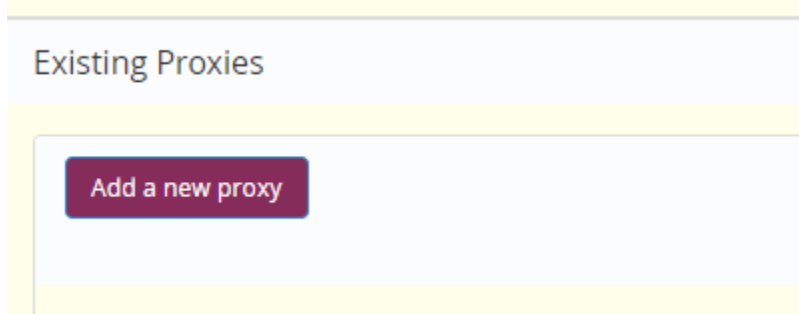# Managing Proxy Timesheet Approver

Adding a Proxy Approver

In the Approve Time section of Garnet Gateway, select Proxy Super User in the top right corner.

Find the Existing Proxies Section and select the Add a new proxy button.

A drop down box will appear next to the Add a new proxy button. Enter the name of the person you wish to assign as your proxy approver, and select their name when it appears in the drop down list.
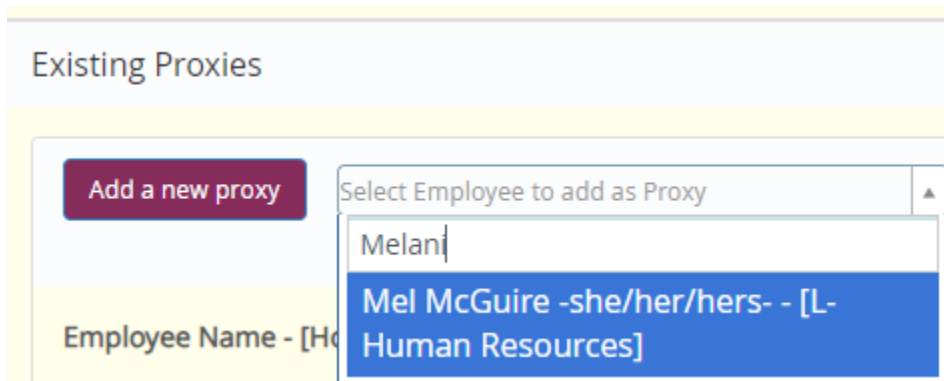
Once you select their name you will see a Saved Successfully pop up in the top corner, and their name added below the Add a new proxy button.

Removing a Proxy Approver

To remove a proxy approver, select the checkbox to the left of the persons name in your Existing Proxies list

Once you have selected the existing proxy approve you wish to remove, click on the Delete Proxies button that becomes enabled on the right side of your screen

A pop up in the top right corner of your screen will appear asking if you are sure you want to remove the proxy. Click Yes

Once you click Yes you will see a new pop up saying Removed Successfully, and the person will be removed from your Existing Proxies list