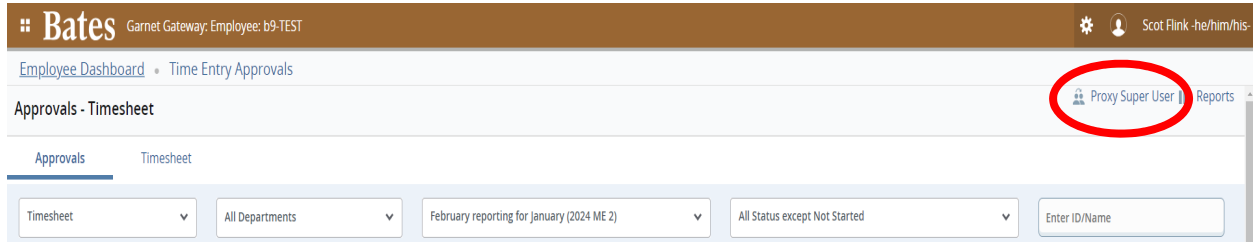


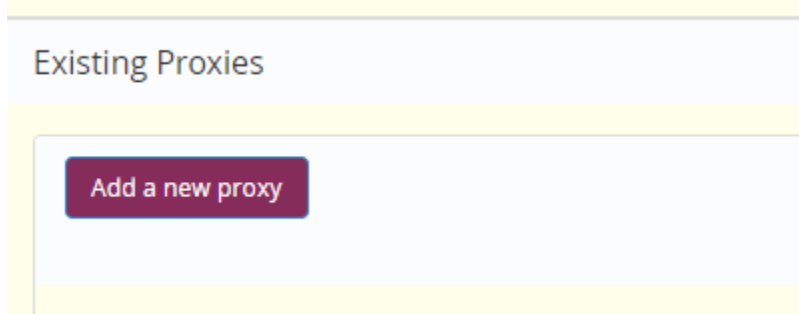
Managing Proxy Timesheet Approver

Adding a Proxy Approver

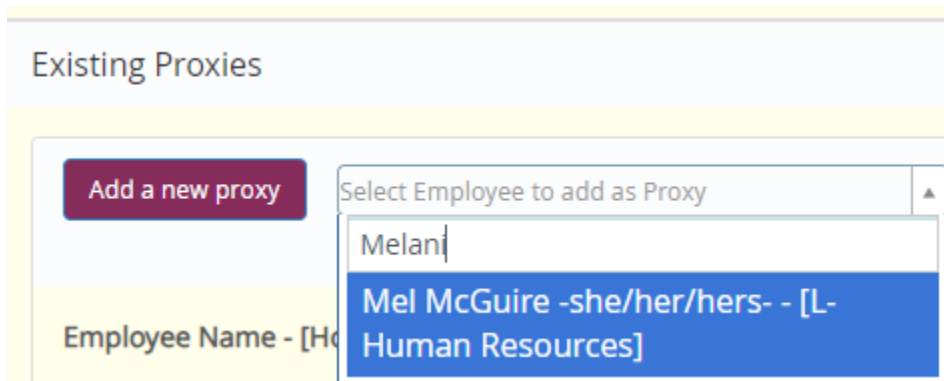
In the Approve Time section of Garnet Gateway, select Proxy Super User in the top right corner.



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.

Bates Garnet Gateway: Employee: b9-TEST Scot Flink -he/him/his-

Home • Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Scot Flink -he/him/his- - [L-Financial Offices]

Existing Proxies

Add a new proxy

Employee Name - [Home Organization]

Mel McGuire -she/her/hers- - [L-Human Resources]

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Navigate to Time & Leave Approvals application

Removing a Proxy Approver

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

The screenshot shows the Bates Garnet Gateway interface for a Proxy or Super User. The breadcrumb trail is Home > Employee Dashboard > Proxy or Super User. The page title is "Proxy or Superuser". Under "Application Selection", "Time & Leave Approvals" is selected. Under "Act as a Superuser", both checkboxes are unchecked. Under "Act as a Proxy for", "Self - Scot Flink -he/him/his- - [L-Financial Offices]" is selected. The "Existing Proxies" section is highlighted with a red box and contains a table with one row: "Mel McGuire -she/her/hers- - [L-Human Resources]" with a checked checkbox. A "Delete proxies" button is located on the right side of the table. A "Navigate to Time & Leave Approvals application" button is at the bottom right.

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

This is a close-up of the "Existing Proxies" section from the previous screenshot. The "Delete proxies" button is highlighted with a red box. The table below it shows the selected proxy: "Mel McGuire -she/her/hers- - [L-Human Resources]" with a checked checkbox.

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

The screenshot shows the Bates Garnet Gateway interface with a confirmation dialog box in the top right corner. The dialog box has a yellow warning icon and the text "Are you sure you want to remove the proxy?". There are two buttons: "No" and "Yes". The breadcrumb trail is Home > Employee Dashboard > Proxy or Super User. The page title is "Proxy or Superuser".

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

Bates Garnet Gateway: Employee: b9-TEST Scot Flink -he/him/his- 1

Home • [Employee Dashboard](#) • Proxy or Super User Removed Successfully

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self-Scot Flink -he/him/his- - [L-Financial Offices]

Existing Proxies

[Add a new proxy](#) [Delete proxies](#)

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

[Navigate to Time & Leave Approvals application](#)