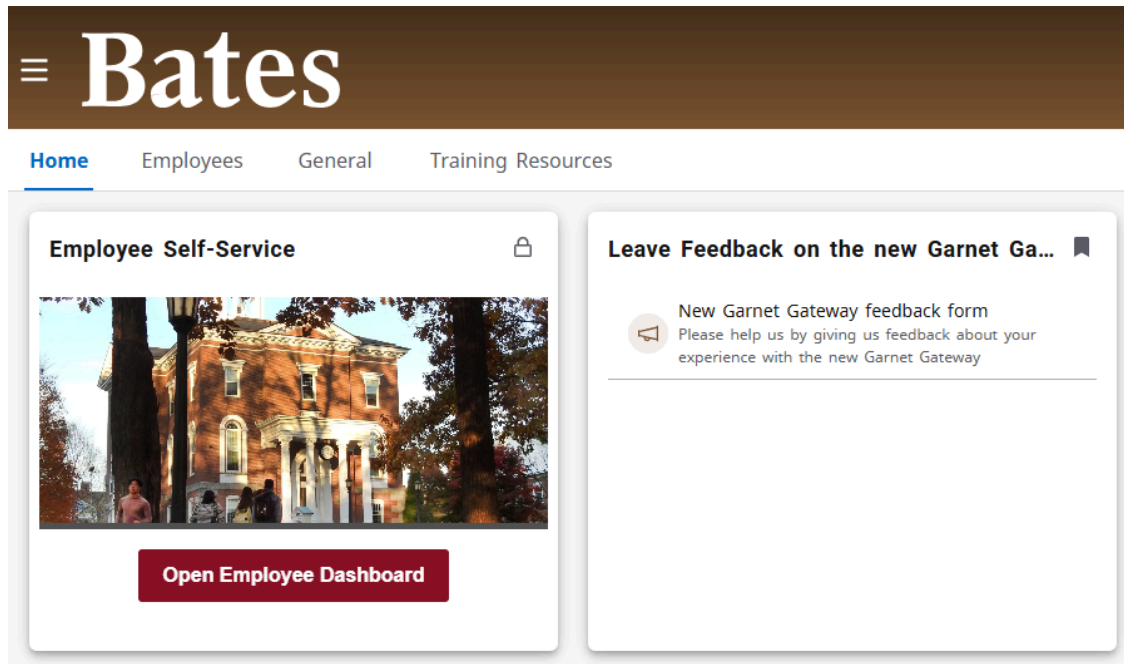


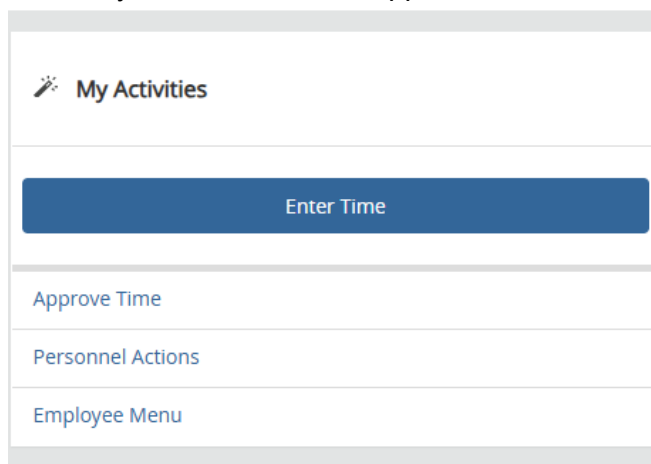
Timesheet Proxy Approval Process

Log into [Garnet Gateway](#).

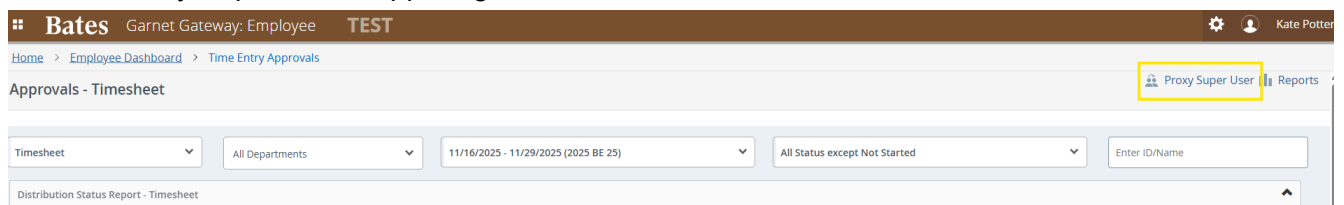
From the Home tab, click Open Employee Dashboard under the Employee Self-Service card.



Under My Activities click on Approve Time



Click on Proxy Super User - upper right hand corner



In Act as a Proxy for, select the appropriate person that you want to approve time for

Act as a Proxy for

Scot Flink -he/him/his-, L-Financial Offices, Time

Click on Navigate to Time & Leave Approvals application - lower right hand corner

Bates

Garnet Gateway: Employee

TEST

Kate Potter

[Home](#) > [Employee Dashboard](#) > [Proxy or Super User](#)

You are acting as a Superuser for Time Entry Approvals

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 - Kate Potter -- [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]

☐ Steph Walsh -she/her/hers-, L-Financial Offices, Time

Navigate to Time & Leave Approvals application

Select the appropriate Pay Period from the drop down menu. [Payroll Calendars](#)

Bates

Garnet Gateway: Employee

TEST

[Home](#)

>

[Employee Dashboard](#)

>

[Time Entry Approvals](#)

Approvals - Timesheet

Timesheet

Timesheet

Select Pay Period

12/01/2025 - 12/31/2025 (2025 ME 12)

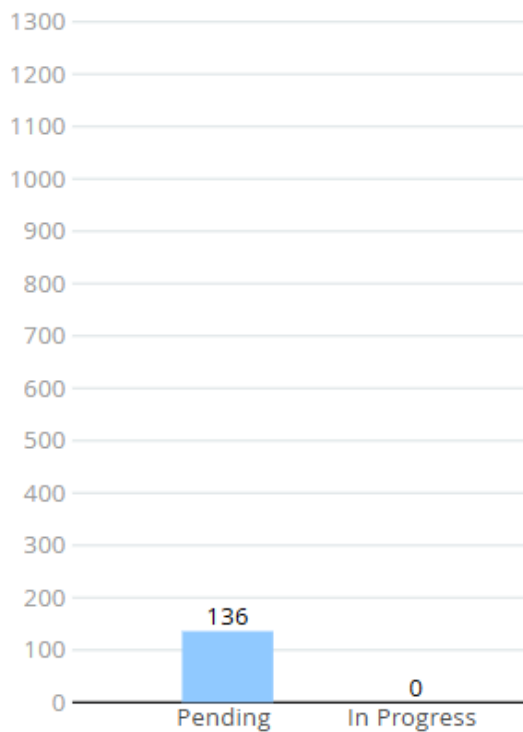
11/16/2025 - 11/29/2025 (2025 BE 25)

11/02/2025 - 11/15/2025 (2025 BE 24)

11/01/2025 - 11/30/2025 (2025 ME 11)

10/19/2025 - 11/01/2025 (2025 BE 23)

Click on the Pending column



Click on the employee's name that you want to approve time for.

Review Time Entry Detail. If the hours are correct, click the green Approve button.

SA Equipment Room Staff, S99803-00, 8, 3020, Campus Life

Pay Period: 24.00 Hours Pending Submitted On 11/17/2025, 01:58 AM

Time Entry Detail

Date	Earn Code	Shift	Total
11/02/2025	500, Regular Hours (Student)	1	0.00 Hours
11/03/2025	500, Regular Hours (Student)	1	8.00 Hours
11/04/2025	500, Regular Hours (Student)	1	8.00 Hours
11/05/2025	500, Regular Hours (Student)	1	8.00 Hours

Summary

Earn Code	Shift	Week	Week	Total
500, Regular Hours (Student)	1	24.00		24.00 Hours
Total Hours		24.00		

Routing and Status

Name	Action
	Originated On 11/17/2025, 01:30 AM by Scot Flink -he/him/his-
	Submitted On 11/17/2025, 01:58 AM by Scot Flink -he/him/his-
	Approve by 11/18/2025, 12:15 PM
Catie Luedee -she/her/hers-	Pending Approval

Comment (Optional):

Go Back

Delete



Cancel Timesheet

Return for correction

Details


Approve

You will see a green Timesheet successfully approved notification once it has been updated.



Kate Potter –

1



Timesheet successfully approved.