# Setting up a Proxy for Web Time Entry Approvals

A proxy can approve in your place if you are unexpectedly out of the office or on a planned leave. We advise having at least one proxy set up for such an occasion.

Time Sheets and Leave Reports must be approved by posted deadlines. Holidays can cause this deadline to be moved up. Leave Requests must be approved before that pay period begins.
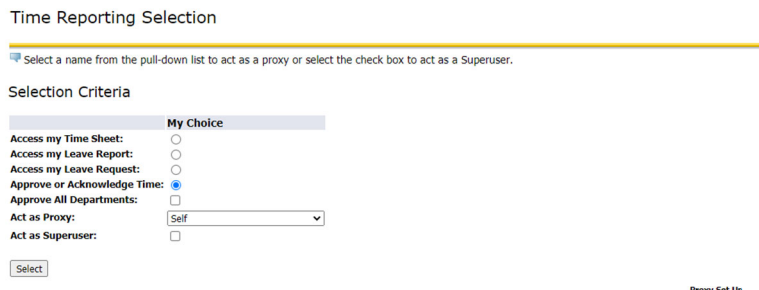
1) On MyUT **Employee** tab, under **Pay Detail & Leave Balances**, select *More Employee Options*.
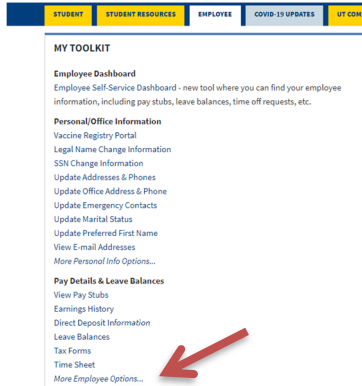
2) Select **Approve Time**.
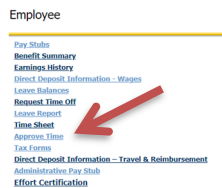
3) Select **Proxy Set Up** from the bottom middle of the screen.

4) Select Person(s) from pull down menu and check the add box. To remove check the people to remove. When finished click **Save**. If the employee you wish to designate as your proxy is not listed, please contact the payroll department for further help at payroll@utoledo.edu.