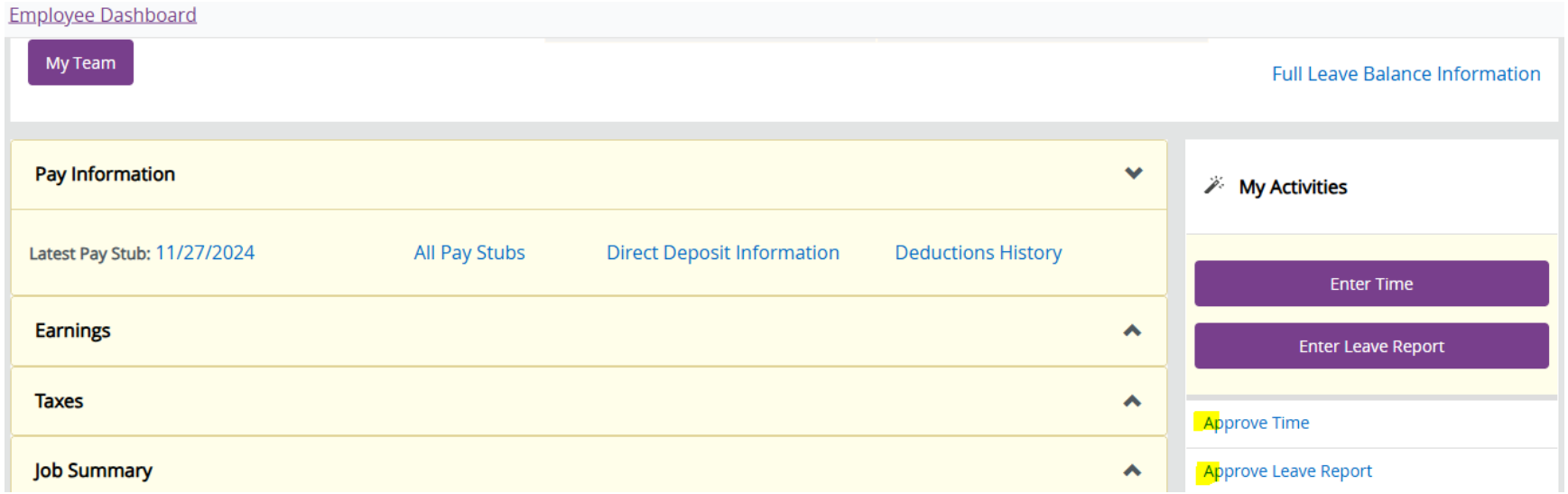
If you have been assigned proxy status in Self Service 9, please use these instructions to act as a proxy.

PLEASE NOTE: If you are a proxy for another supervisor, and a regular supervisor to employees, the method to approve time for both groups of employees is different. You should follow our Supervisor Timesheet/Leave Report instructions (found separately on our website) for approving your usual group of employees, and then use this instruction document for using your proxy-status to approve for another supervisor. If you need to assign a proxy, there are also separate instructions that you can request from Payroll or find from the Payroll section of the Hartford.edu website

After logging into the Self Service 9 dashboard, please click "Approve Time" for Timesheets (non-exempt biweekly pay employees) or "Approve Leave Report" for Leave Reports (exempt semi-monthly pay employees):



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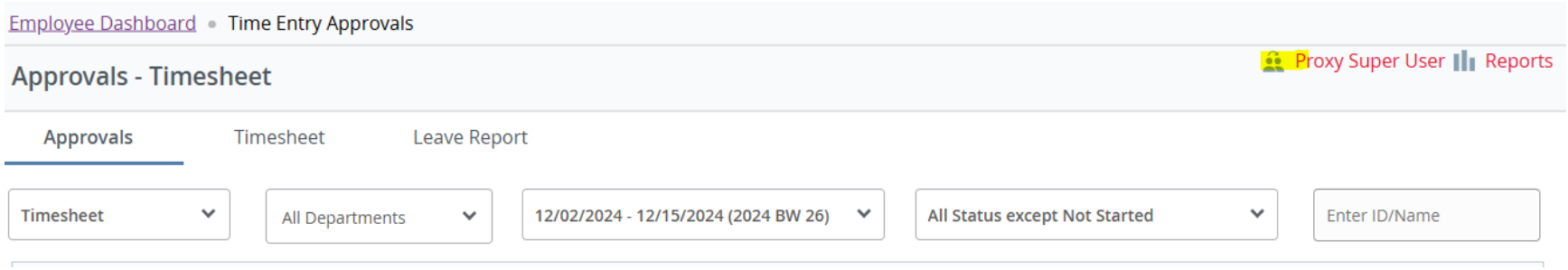
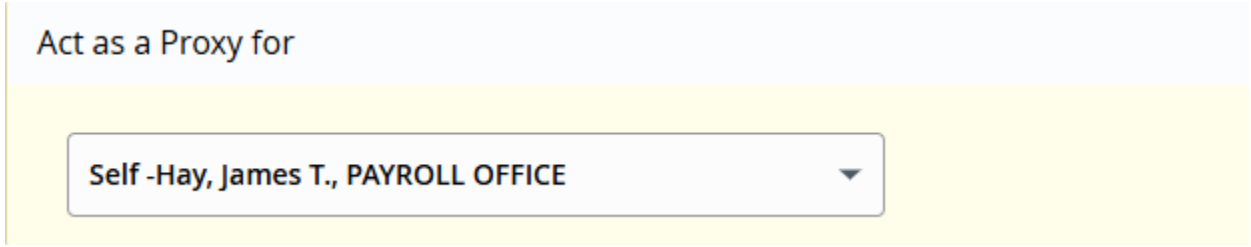
On the next page, you can click “Proxy Super User” in the upper right-hand corner (as long as you’ve been properly setup as a proxy by the other supervisor from their account in Self Service):



On the next page, view the dropdown menu under “Act as a Proxy for” and then use the dropdown menu to select the name of the supervisor for whom you are going to act as a proxy for:



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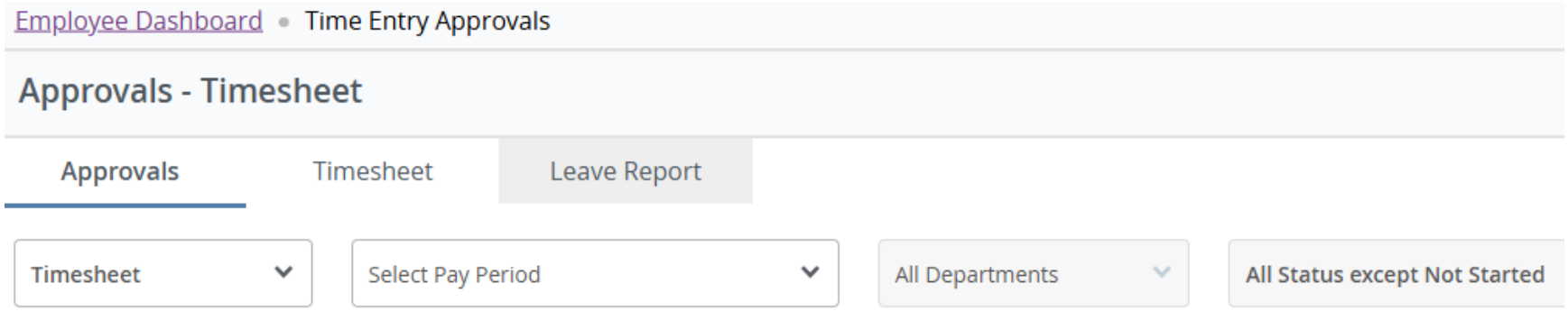
After selecting the other supervisor's name from the dropdown menu, click Navigate to Time & Leave Approvals application on the bottom right of the screen

On the next page, you'll need to select the pay period in which you are looking to approve for. The other dropdown boxes also allow you to sort by org number, etc.



Please note, only timesheets and leave reports that are **fully submitted** by the employee to a "Pending" status will be visible to proxies. If the employee only started their timesheet/leave report but never fully submitted it, you will likely not see it after selecting the pay period you are looking for, as proxies can only generally see Pending timesheets. You will need to connect with the employee and ask them to submit the timesheet/leave report (assuming the submission deadline hasn't passed) to ask them to submit the timesheet/leave report in fully. This is usually accomplished on the employee's end wherein they click "Preview" and then "Submit" on their timesheet/leave report to bring it from In-Progress to a Pending status.

Feel free to contact Payroll@Hartford.edu with any questions.