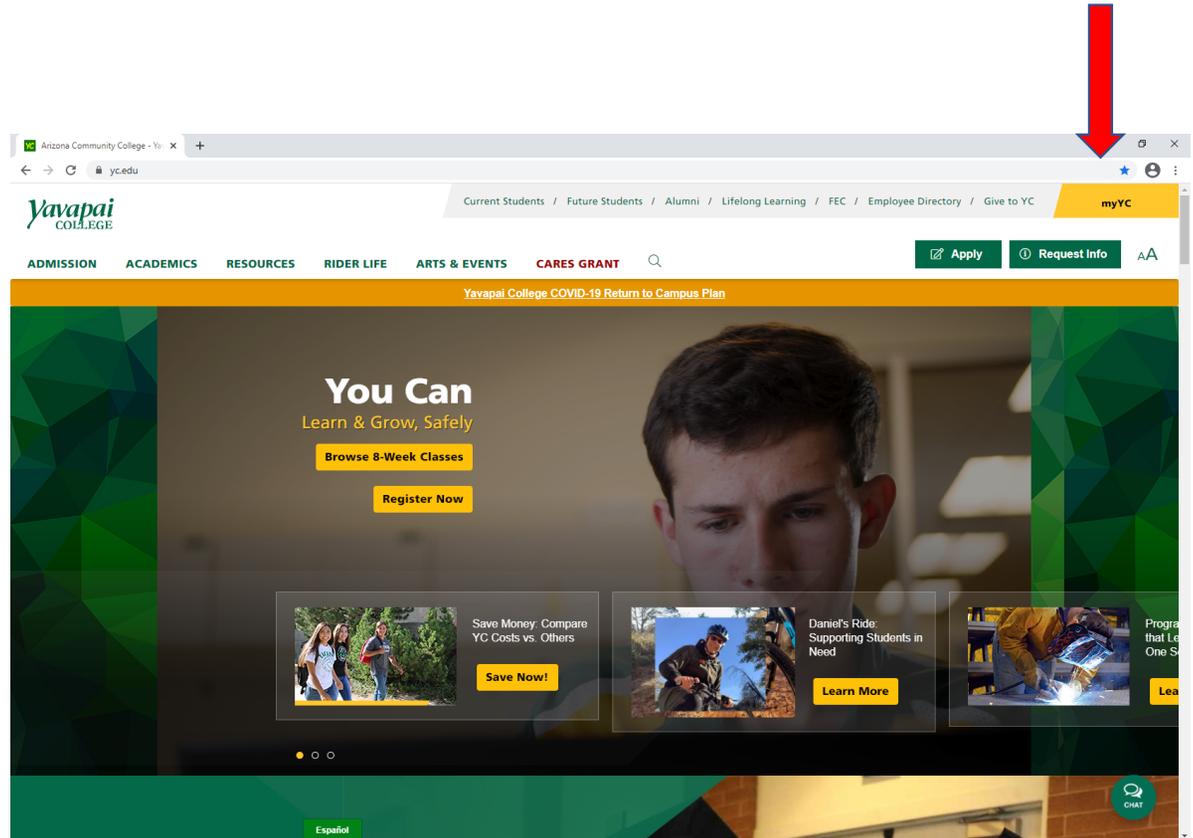# Setting Up a Time Sheet Proxy

Time sheet approvers should set up a proxy to approve their time sheets when they are not able to.

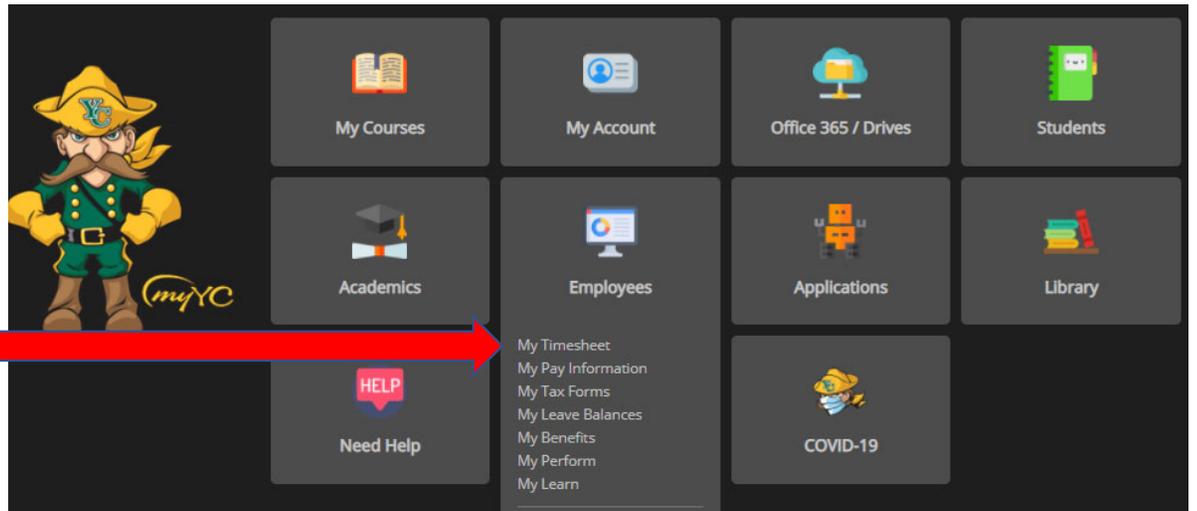Log into your YC Portal by clicking on "**myYC**" located upper right corner of the site www.yc.edu.

Click on the
"**Employees**" tab.

Click on
"My Timesheet".

Click the blue link that reads **"Proxy Set Up"**.

Time Reporting Selection

Home > Employee > Time Sheet

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Approve All Departments:	☐
Act as Proxy:	Self ▾
Act as Superuser:	☐

Select

Proxy Set Up

Click the drop-down arrow for a list of employees. Click on the name of the employee you want to choose for your proxy.

Choose a proxy who is not one of the employees that you approve time sheets for.

Click on the box to **"Add"** permission for the Proxy to access time sheets for approval.

Click on **"Save"**.

Proxy Set Up

Home > Proxy Set Up

Name	Add	Remove
Kirsten J Adaniya, KADANIYA	☐	

Save

Time Reporting Selection

You can only have one proxy set up at a time.

To Remove an assigned Proxy, Click on **"Remove".**

Click **"Save".**

Proxy Set Up

← | Home > **Proxy Set Up**

Name		Add	Remove
Kirsten J Adaniya, KADANIYA ⌄	☐		

Save

Time Reporting Selection

To Act as a Proxy:

Click the drop-down arrow by **"Act as Proxy"** and you should see the name of the person you will be approving time sheets for.

Select the radio button for **"Approve or Acknowledge Time"**

Click on **"Select"**

Time Reporting Selection

Home > Employee > Time Sheet

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	●
Approve All Departments:	☐
Act as Proxy:	Julie Lynn Garver JGARVER ⌄
Act as Superuser:	☐

Select

Payroll Department

Questions? Please Feel Free to Contact Us:

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