

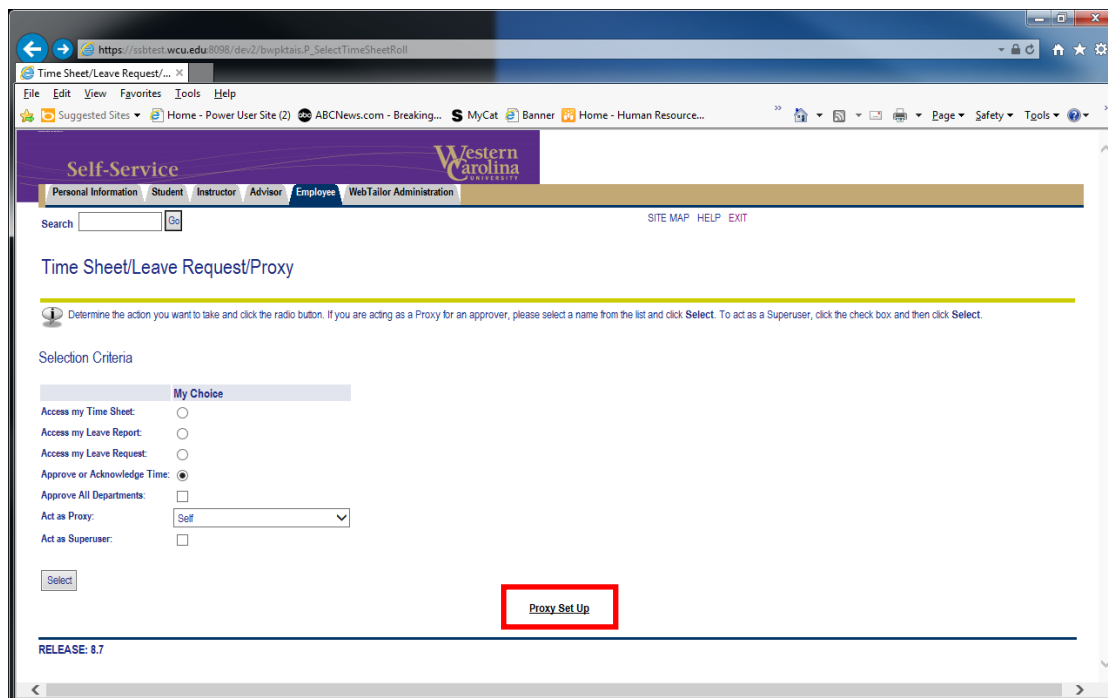
## SUPERVISORS AND THEIR PROXY

As mentioned in the SmartTime training sessions, **all Supervisors must have a Proxy** who can review and approve leave reports or online timesheets in MyCat when the Supervisor is not available. Supervisors are now able to maintain their own Proxy information in MyCat and will no longer need to notify the Office of Human Resources to make Proxy changes. To review your Proxy information and to make any changes, please follow the directions below.

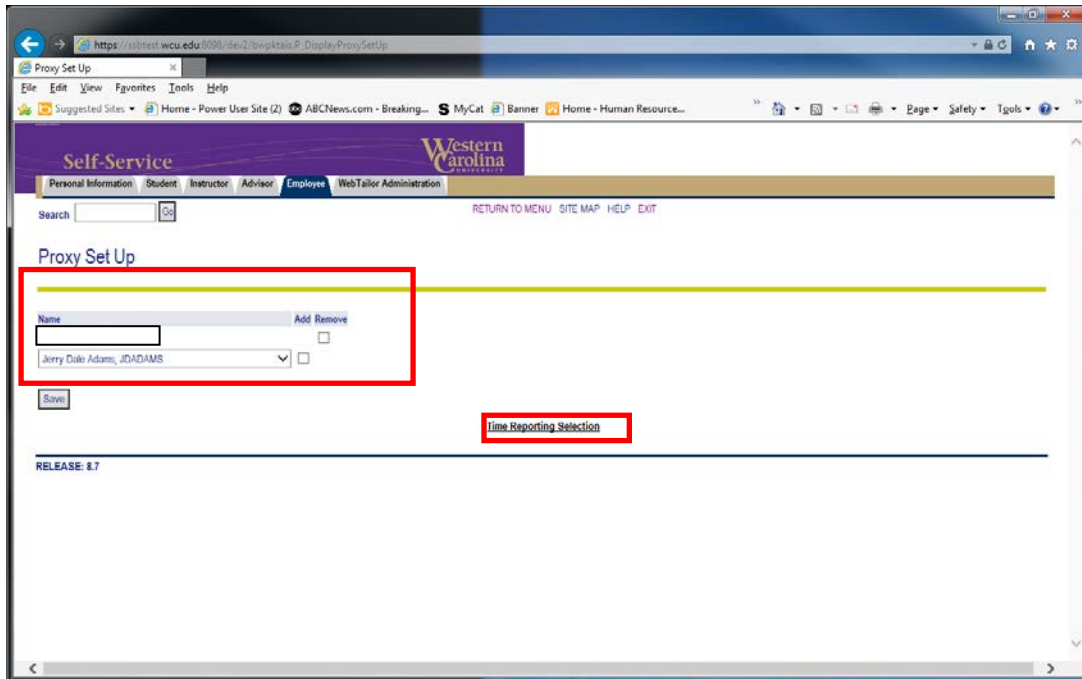
**NOTE: A report of proxy changes will be monitored on a daily basis to confirm that the Proxy that has been chosen is appropriate to approve monthly leave reports or online timesheets.**

Log into MyCat and select the 'Personal Services' tab

1. Select the "Employee" tab.
2. Select Leave Reports or Time Sheet link depending on what you normally approve.
3. Click on the "**Proxy Set Up**" link and you will be able to make changes to add or remove a Proxy.



The screenshot shows a web browser window displaying the MyCat Self-Service interface. The browser address bar shows the URL: [https://schtest.wcu.edu:8098/dev2/bwplktais.P\\_SelectTimeSheetRoll](https://schtest.wcu.edu:8098/dev2/bwplktais.P_SelectTimeSheetRoll). The page title is "Time Sheet/Leave Request/Proxy". The navigation menu includes "Personal Information", "Student", "Instructor", "Advisor", "Employee", and "Web Tailor Administration". The "Employee" tab is selected. The page content includes a search bar, a "SITE MAP HELP EXIT" link, and a section titled "Time Sheet/Leave Request/Proxy". Below this section, there is a "Selection Criteria" area with several options: "Access my Time Sheet", "Access my Leave Report", "Access my Leave Request", "Approve or Acknowledge Time", "Approve All Departments", "Act as Proxy", and "Act as Superuser". The "Act as Proxy" option is selected, and a dropdown menu shows "Self". A "Select" button is visible at the bottom of the form. A red box highlights the "Proxy Set Up" link at the bottom of the page. The footer of the page reads "RELEASE: 8.7".



4. Your current proxy will be listed at the top above the drop down box.
5. To remove your current proxy click on the “Remove” box beside the proxy name and then click **“Save”**.
6. The drop down box lists all current supervisor and/or proxy names provided to HR. Click the down arrow button in the drop down box and search for your proxy. Click on the name and then select the **“Add”** box beside their name. Click **“Save”** and you should then see your proxy name moved to the top.
7. Once you have finished reviewing or updating your proxy information, click **“Time/Leave Reporting Selection”** to exit Proxy Set Up.

If you don't find your proxy name listed, please contact **Rhonda Rogers** at 227-7218.