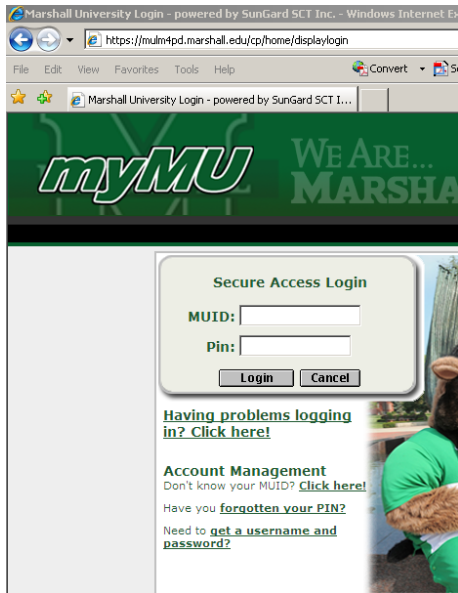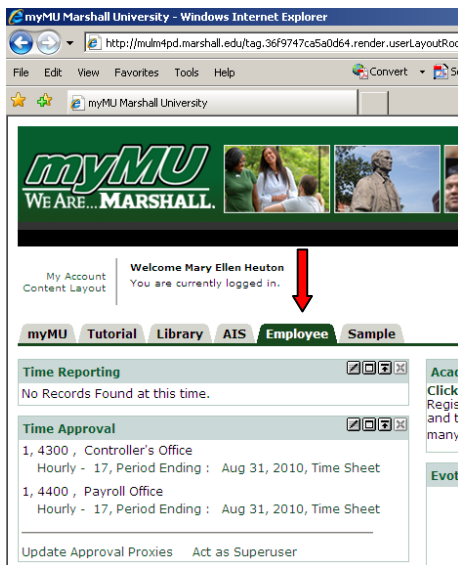**Access to Timesheets for Proxies**

Log into MyMU at www.marshall.edu/mymu , enter your MU ID #(901…) and PIN

The MyMU page displays; click on the employee tab

If you are an approver for any positions you will see time sheets that you may select for those positions, however if you are acting as a proxy for other positions, you should follow these steps. You can also use these steps as an alternate way to access the time sheets you will approve.
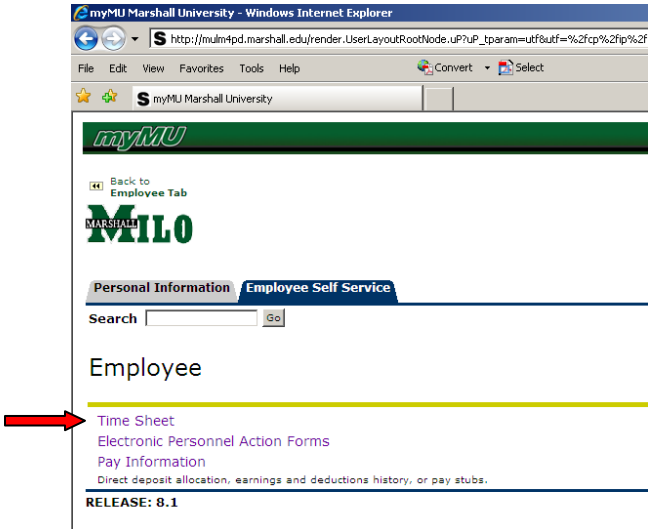
Click on "Update Approval Proxies" in the **Time Approval** channel
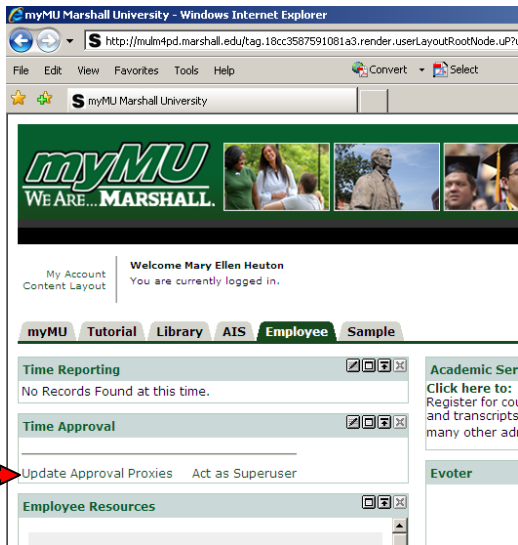
You will be taken to the **Proxy Set Up** page, from here you should then click on the blue Employee Self Service tab
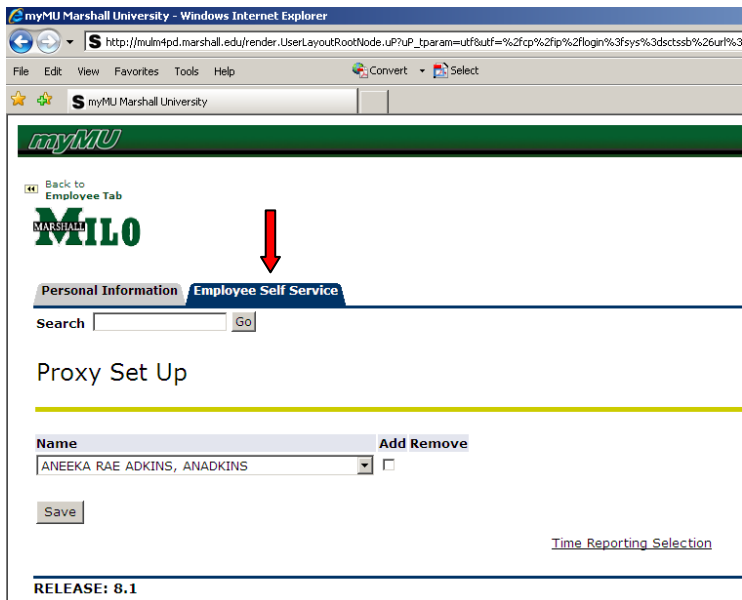
Click on "Time Sheet" in the **Employee** section to be taken to the **Time Reporting Selectio**n page

1. If you are acting as a Proxy for another approver, choose their name from the drop-down selector, otherwise leave as "Self"

2. Then select the indicator for "Approve or Acknowledge Time" and click on "Select".

3. Click on the Select button to access the **Approver Selection** page
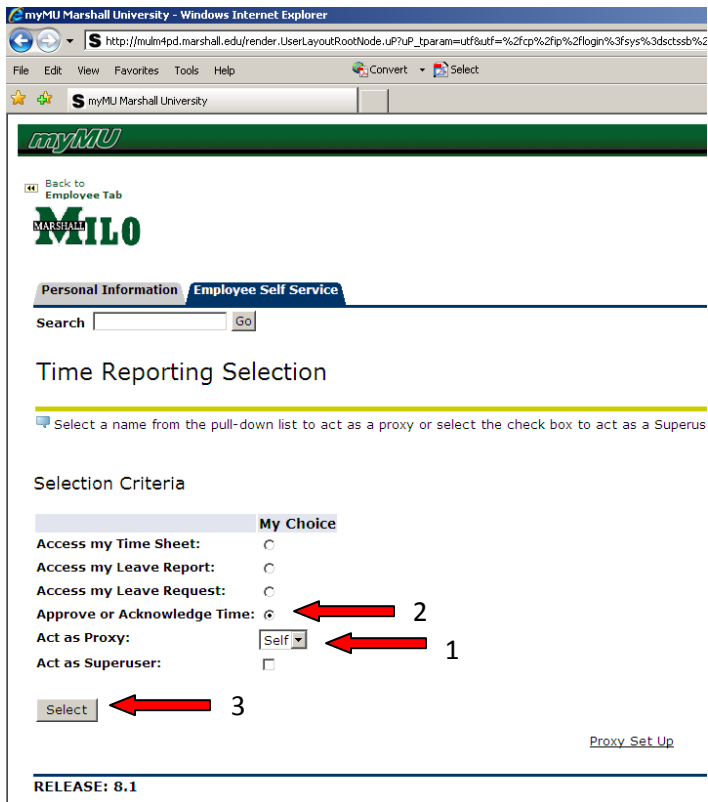
This will bring you to the **Approver Selection** page where you can then choose the department and pay period for which you want to review or approve. Select the radio button for the department you wish to review/approve and then use the drop down to select the pay period. Then by clicking "Select", you will be taken to the **Department Summary** page where you will see all employees with timesheets for the department and pay period you selected.

On the Department Summary page, you may click on the employees name to review their time

This will take you to the Employee Details page where you can review the details for the employee.

Once an employee submits a timesheet it will appear in the summary as Pending. You may review (1), or change their time (2).

If you select change time record, you will see the hours the employee entered for each day, you may select the day to update the in/out times. You may also approve from this page.

If you select Previous Menu or are already on the Department Summary, you may click the checkbox in the Approve column of any timesheets you want to approve and then click save.

Once you have completed all tasks, click on "Exit" in upper right hand corner.

Any problems; go to www.marshall.edu/wte for troubleshooting ideas and more info.