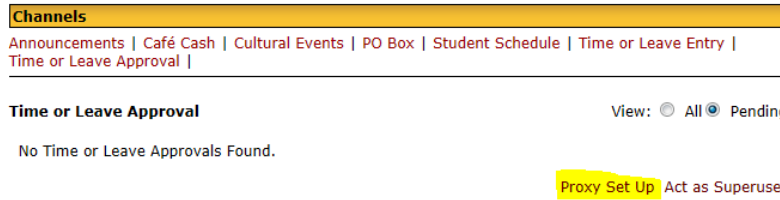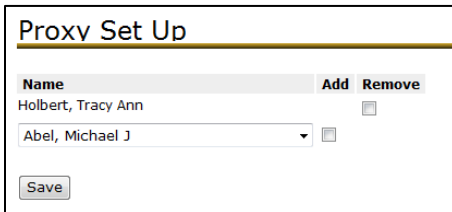**Proxy** – A person that can act on your behalf to approve time and/or leave.

To set up a Proxy:
On the HOME tab of WingSpan, in the center column, select the link for "Time or Leave Approval ". When that section expands, select the link labeled "Proxy Set Up".

Click on the down arrow (drop-box) to select the name from the list.

After selecting the name, click the "Add" checkbox, next to their name, then click the SAVE button.

To remove a proxy, click the "Remove" checkbox, next to their name, then click the SAVE button.

To approve time/leave as a Proxy:
Go to EMPLOYEE DETAIL Tab on WingSpan
Select either "Time Sheet" or "Leave Report"
At the Selection Criteria menu, select "Approve or Acknowledge Time" and in the "Act as Proxy:" drop-box, select the person that you are acting as a proxy for, then click the SELECT button.
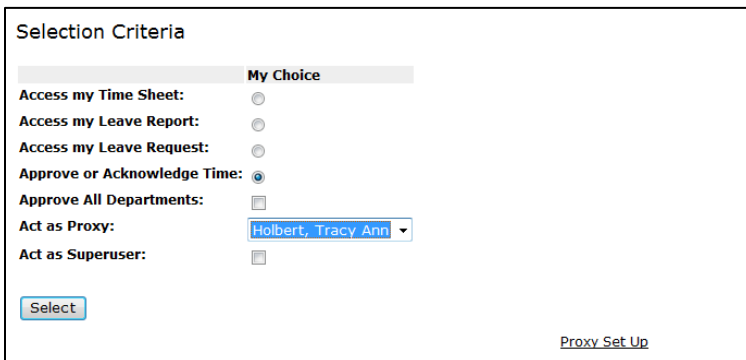
The next screen will appear differently based on the responsibility of the person that you proxy for.
The top of the screen lists "Time Sheets" to approve and the bottom lists "Leave Reports" to approve.
You may also see a list of departments on the left with corresponding drop-boxes on the right.

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
W, 2215, Graduate School	●	TH, Sep 16, 2011 to Sep 30, 2011 ▾
W, 2505, Biology	○	TH, Jul 16, 2011 to Jul 31, 2011 ▾
W, 2555, Chemistry Physics Geology	○	TH, Jul 16, 2011 to Jul 31, 2011 ▾
W, 2605, English	○	TH, Jul 16, 2011 to Jul 31, 2011 ▾
W, 2680, Mass Communication	○	TH, Jul 16, 2011 to Jul 31, 2011 ▾
W, 2805, Political Science	○	TH, Jul 16, 2011 to Jul 31, 2011 ▾
W, 2830, Psychology	○	TH, Jul 16, 2011 to Jul 31, 2011 ▾

Leave Report

Department and Description	My Choice	Leave Period
W, 4510, Macfeat Early Childhood Lab School	○	FS, Sep 01, 2011 to Sep 15, 2011 ▾

Sort Order

	My Choice
Sort employees' records by Status then by Name:	●
Sort employees' records by Name:	○

Select

You will need to select the radio button for the Department then choose the pay type and period from the drop-box…i.e. SD for students, TH for temporary or hourly staff, FS for faculty/staff.

You also have the option to sort the list by either name or status of the time sheet.