How to Act as a Proxy for Electronic Leave Approvals in Online Services

**Log into Online Services**

**Step 1:** Click “Enter and Approve Time Sheet”

![Enter and Approve Time Sheet](image)

**Step 2:** Click the down arrow to the right of “Self” by “Act as Proxy”

![Act as Proxy:](image)

**Step 3:** Click the name of the individual you will be acting as Proxy for:

![Act as Proxy:](image)

**Step 4:** Click “Select”

![Select](image)

Continue to “How to Approve Leave in Online Services”