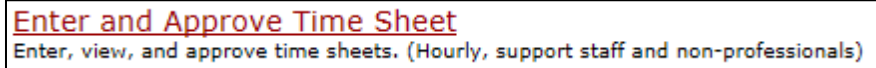


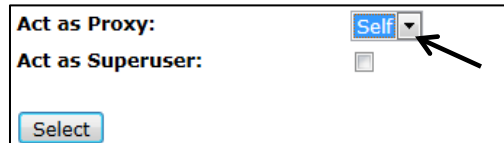
**How to Act as a Proxy for Electronic Leave Approvals
in Online Services**

[Log into Online Services](#)

Step 1: Click “Enter and Approve Time Sheet”



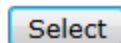
Step 2: Click the down arrow to the right of “Self” by “Act as Proxy”



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



Step 4: Click “Select”



Continue to “[How to Approve Leave in Online Services](#)”