Colleague Self Service Users Guide

Instructions for Setting a Proxy for Time Sheets
Weekly Non-Exempt Employees

Sign into Self Service (https://collss-prod.hamilton.edu/Student/Account/Login)

Set up a Proxy Approver

Supervisors in Self-Service can designate another employee to act as their proxy. Which grants the employee access to approve an employee’s time sheet on their behalf.

To access select Employee Proxy.

- Select “+Add Time Approval Proxy”

- Once selected click “Add Proxy”
- Enter the name of the person you would like to approve time sheets.
• Once you set up a proxy, it goes into effect immediately and remains until you remove it.
  o Either you or the proxy will be able to approve the employee’s time sheet.
• To remove a proxy click the red x in a circle.