Colleague Self Service Users Guide

Instructions for Setting a Proxy for Time Sheets

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”
- Select Proxy Type – Time Entry
- Enter the Effective date range
- Search for employee name
- Click Add Proxy
- Once you set up a proxy, it goes into effect immediately and either you or the proxy will be able to approve the employee’s time sheet