

Colleague Self Service Users Guide

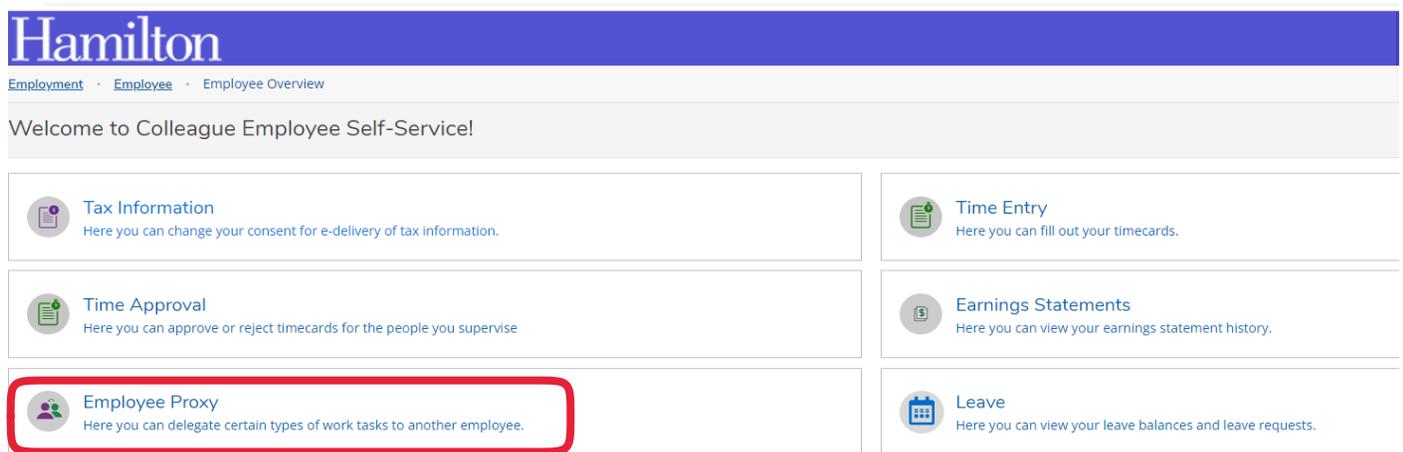
Instructions for Setting a Proxy for Time Sheets

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

Set up a Proxy Approver

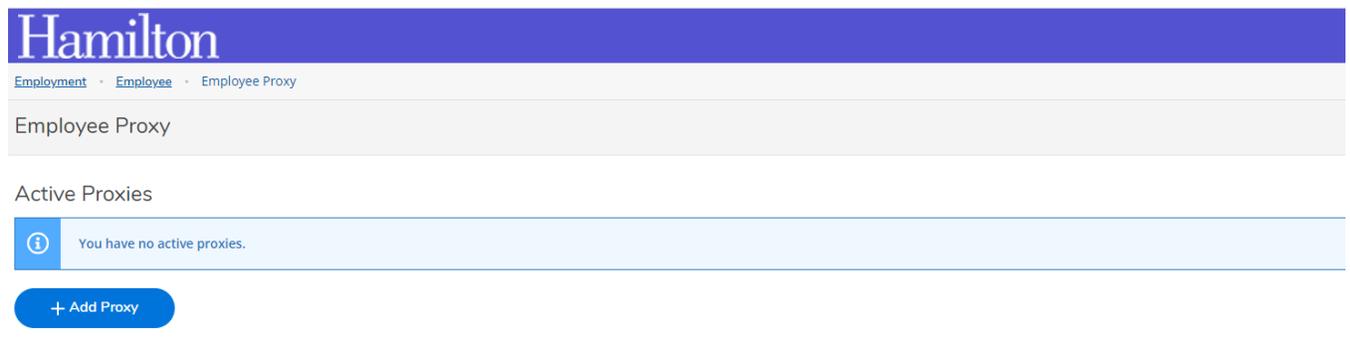
Supervisors in Self-Service can designate another employee to act as their proxy. Which grants the employee access to approve an employee's time sheet on their behalf.

To access select **Employee Proxy**.



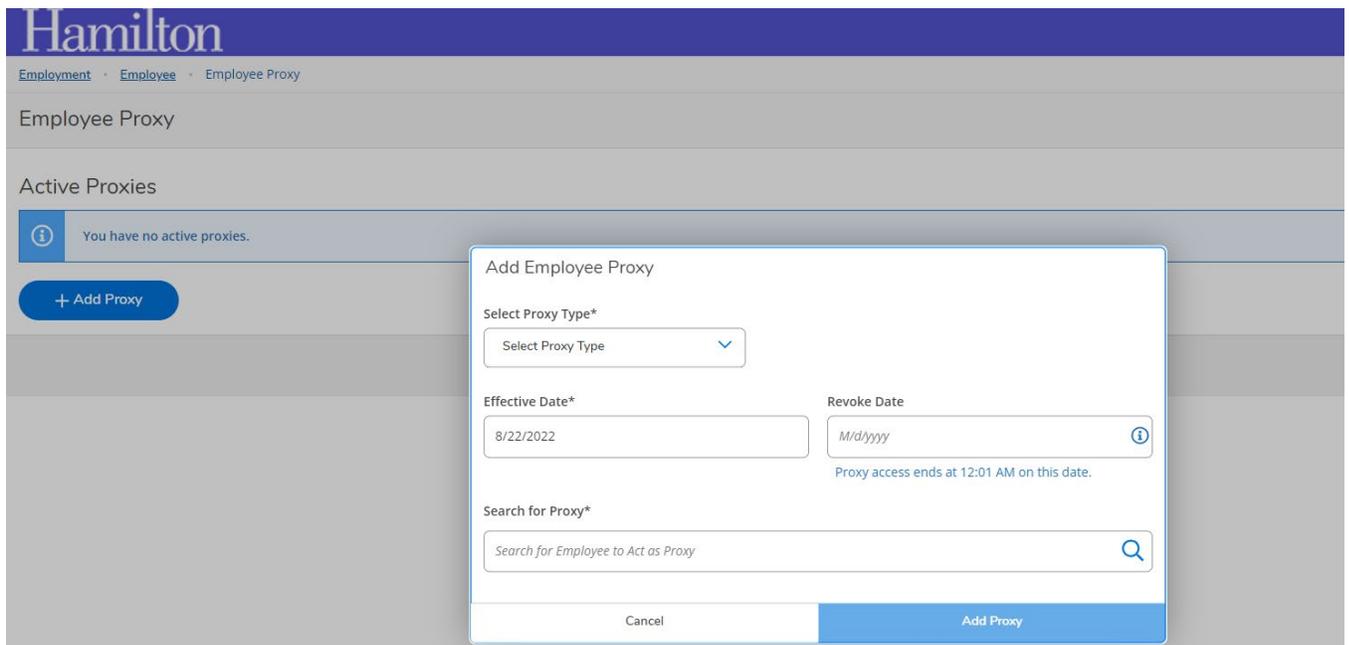
The screenshot shows the Hamilton Self-Service dashboard. The header includes the Hamilton logo and navigation links for Employment, Employee, and Employee Overview. Below the header, a welcome message reads "Welcome to Colleague Employee Self-Service!". The main content area is divided into several tiles: Tax Information, Time Entry, Time Approval, Earnings Statements, Employee Proxy (highlighted with a red box), and Leave. Each tile contains an icon and a brief description of the service.

- Select “+Add Time Approval Proxy”



The screenshot shows the Hamilton Self-Service "Employee Proxy" page. The header includes the Hamilton logo and navigation links for Employment, Employee, and Employee Proxy. Below the header, the page title is "Employee Proxy". The main content area is divided into sections: "Active Proxies" and a blue bar with an information icon and the text "You have no active proxies." Below this bar is a blue button labeled "+ Add 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