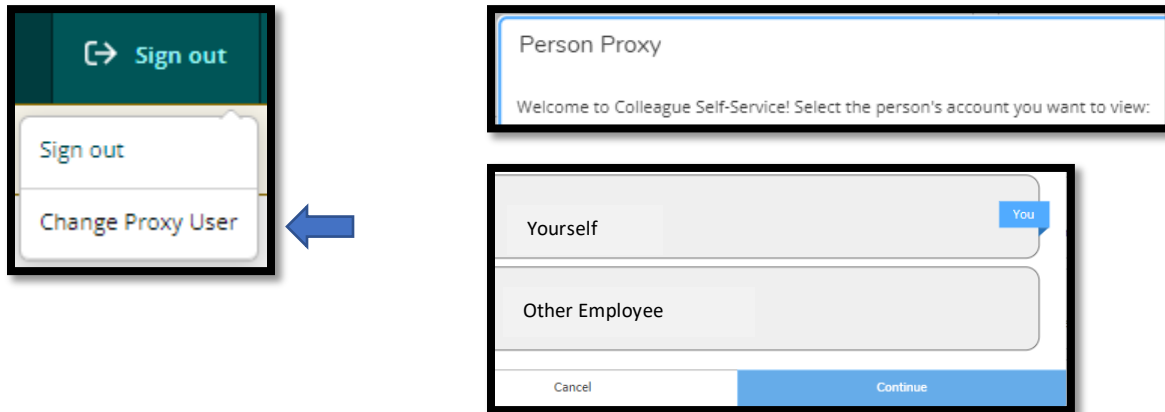


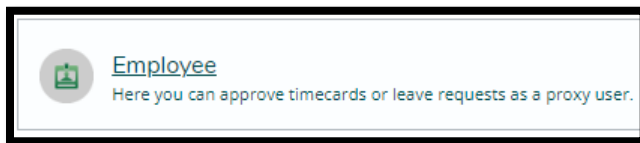
## Proxy Access for Self Service

1 – Sign into Employee Self Service <https://sservice.coastal.edu/Student/HumanResources/Home>

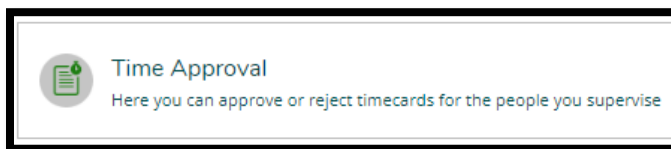
2 – Once signed into Self Service, click **Sign out** in the top right corner to select ‘Change Proxy User’ then select the employee from the pop-up Person Proxy window and Continue.



3 – Select the Employee Menu.

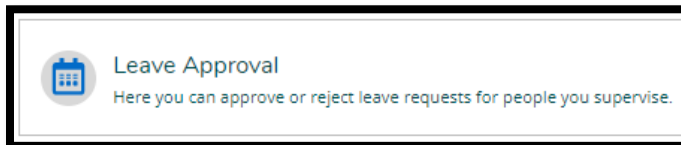


4 – Select Time Approval to approve time cards for non-exempt employees. Instructions can be found in the **Supervisor Guide for Time Entry** on Payroll’s Resources page.



- Or select Leave Approval to approve Leave Requests. Instructions can be found in the **Leave Reporting for Supervisors** guide on Payroll’s Resources page.

Employee leave balances are viewable from the Leave Approval section.



5 – To exit Self Service as the Proxy, either Sign out of Self Service or Select “Change User” from the top bar of the screen

