Self Service Proxy Request Form for Supervisors

I, _____, employee ID#_____, would like to request
        _{Supervisor Name}

_____, employee ID #_____ to serve as my Proxy for
       _{Proxy Name}

the time frame (start date) _____ to _____ (end date).

Please select one or both option(s) below:

☐   **Leave Approval**
    *The Proxy set up for Leave Approval will <u>not</u> receive email notifications of Requests.
    The Proxy will need to login on a regular basis to review submitted Leave Requests.

☐   **Time Approval (for non-exempt employees)**
    *The Proxy set up for Time Approval will receive all email notifications for Timecards. An
    Outlook rule can move the emails from TimeCard@coastal.edu to a folder, but Timecards will
    need to be reviewed and approved by the due date.

As a Supervisor I am aware that I along with the Proxy will have access through Self-Service to approve, edit, or reject Leave Request and Time Cards. I acknowledge that I take the responsibility to ensure accuracy of all Time and Leave Reporting.

Signed _____   Date _____

*Completed form should be scanned and emailed to payroll@coastal.edu