

Instructions for Supervisors of Exempt Employees

Self-Service

<https://selfservice.wittenberg.edu/>



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IMPORTANT LEAVE INFORMATION

Leave reporting no longer requires the employee and supervisor to “sign off” on the leave every month. Supervisors should be actively approving leave requests and holding employees accountable for tracking leave.

Exempt employees are given vacation and sick leave in days. Unfortunately, the system cannot display leave in “days”. Therefore, all balances are displayed in hours. Per the Employee Manual, exempt employees must use leave time in increments of a half day (4 hours) or a full day (8 hours).

SUPERVISORS – ONLY APPROVE LEAVE REQUESTS THAT ARE IN INCREMENTS OF 4 OR 8 HOURS!

Reminder: leave requests are considered legal documents.

DEFINITIONS

Advanced: Leave hours/days, that have not yet been accrued or earned, deposited into the employee's leave bank upon hire and then every Jan 1 thereafter. Employees can use advanced leave before it is accrued or earned.

Accrued: Leave hours/days that have been earned based on policy.

- For example, employees accrue 2.08 days (16.65 hours) of vacation for each full month they work. When an employee works Jan 1 through Dec 31, they will have accrued the amount they were advanced in January. Proration occurs for new hires after Jan 1.
- For example, Ezry was advanced 200 vacation hours on 1/1. He is retiring on 7/31. He will have accrued 116.5 hours by his retirement date. Because he earned 116.5 of his 200 vacation hours he will be paid for any unused hours up to the 116.5 hours with the remaining 83.5 hours considered unearned and no pay due.
 - **If Ezry used 40 of the accrued 116.5 hours**, he will be paid for 76.5 hours.
 - **If Ezry used 120.5 hours**, he will owe 4 hours of pay to the university.

Carry-over: Leave from a previous year allowed to rollover to the current year

Submit: The employee completes a leave request and submits for the supervisor to view and approve

Un-submit: The employee retracts the leave request before the supervisor approves

Approve: The supervisor views the employee's leave request and approves

Reject: The supervisor rejects the employee's leave request

Withdraw: The employee withdraws the leave request AFTER the supervisor approved the initial leave request

Withdraw Approval: The supervisor approves the withdrawal request and the employee can resubmit as needed

IMPORTANT VACATION POLICY DETAILS

(see full policy in [Employee Manual](#))

Exempt staff are advanced 25 days of vacation on January 1.

- If a new employee begins on April 1, they will accrue 18.5 days (148 hours) of vacation through December 31. Vacation time is prorated from the date of hire at the rate of 2.08 days (16.65 hours) per month for a total of 6.25 days (50 hours) per quarter (we should probably also put hours since that's the way the system is set up). Administrative staff may take vacation after thirty (30) days of continuous full-time employment.
- If an employee is leaving the university, they will only be paid based on the vacation earned up to their last working day. For example, if an employee's last day is June 30, they will only be paid out for 12.5 days (100 hours) they've earned. Additionally, to receive a vacation payout at the time of departure, the employee must have worked at the university for a full year and given at least a two week notice.

IMPORTANT VACATION POLICY DETAILS

(see full policy in [Employee Manual](#))

Carry-over – “use it or lose it!”

- With the new leave reporting and balances on Self-Service, it is up to the employee to be sure they are using carry-over time by June 30.
- Administrative staff can carry-over up to 10 days (80 hours) that must be used by June 30. Any carry-over time not used by June 30 will be removed from the balance and will appear as an adjustment. AGAIN, this is up to the employee to manage. The process will happen automatically and will not be adjusted for lack of knowing or action.
- Employees can now enter leave requests with a future date. Once those hours are approved by the Supervisor, the hours will be removed from the employee’s leave balance and Self-Service will show the adjusted balance. But use caution because this may not account for the need to use prior year carry-over days before 6/30.
- **For example:** An employee carried-over 10 days (80 hours) from the previous year for a total of 280 hours as of 1/1. On 3/31 they key into Self-Service that they used 5 days (40 hours) in March and also request 5 future days (40 hours) in July that their supervisor approved. Although the balance in Self-Service will adjust to show 200 hours remaining, they still have 5 days (40 hours) they must use before June 30 or else they will lose the 5 days (40 hours). This is up to the employee to manage.

APPROVING LEAVE REQUESTS

When an employee submits a leave request, the supervisor is notified by email (**EMAIL 1**). The employee can edit the request before the supervisor approves. The supervisor will be notified that the request was unsubmitted (**EMAIL 2**).

Leave Request Submit



noreply@wittenberg.edu

To Rebecka M. Schlake

We could not verify the identity of the sender. [Click here to learn more.](#)
We removed extra line breaks from this message.

Leave Request Unsubmit



noreply@wittenberg.edu

To Rebecka M. Schlake

We removed extra line breaks from this message.

Sick leave request of 8.00 hours for
04/10/2023 - 04/10/2023 was submitted by Anna Robinson.

Please logon to Self-Service to review and approve this request.

Employee leave balances will not be updated until leave requests are approved by supervisors.

EMAIL 1

Sick leave request of 8.00 hours for
04/10/2023 - 04/10/2023 was unsubmitted by Anna Robinson.

No action required.

EMAIL 2

To view pending leave requests and employee leave balances, log into Self-Service and choose **Employee**.

The screenshot shows the Wittenberg University Colleague Self-Service portal. The header includes the university logo, the user name 'schlaker', and options for 'Sign out' and 'Help'. The main content area displays a grid of service categories. The 'Employee' category is highlighted with a red border. A vertical navigation menu is visible on the left side of the page.

Wittenberg UNIVERSITY

schlaker Sign out Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Banking Information**
Here you can view and update your banking information.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**
Here you can view and search the course catalog.
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.
- Academic Attendance**
Here you can view your attendances by term.

Please note: your options may be different than mine.

Choose Supervisor Employee Leave Balances

[Employment](#) · [Employee](#) · [Employee Overview](#)

Welcome to Colleague Employee Self-Service!



Tax Information

Here you can change your consent for e-delivery of tax information.



Time Entry

Here you can fill out your timecards.



Earnings Statements

Here you can view your earnings statement history.



Employee Proxy

Here you can delegate certain types of work tasks to another employee.



Supervisor Employee Leave Balances

Leave Balances



Banking Information

Here you can view and update your banking information.



Time Approval

Here you can approve or reject timecards for the people you supervise



Faculty Contracts

Here you can view your contract assignment details.



Leave

Here you can view your leave balances and leave requests.



Time History

Here you can view your paid timecards.

Please note: some of the options displayed are not active.

If the supervisor has multiple employees they oversee, they can use the filters to sort. Be sure to click **Apply Filters**.

Click the blue arrow to expand to see Leave Requests for each employee.

NOTE: In these scenarios, the employee's name is Anna Robinson and the supervisor's name is Marie Thompson.

Use **Collapse All** to view all employees

Filter Filter is Active

Collapse All

Leave Approval Filter Options

- Leave Balance
- Leave Request
 - Submitted
 - Approved
 - Rejected
 - Withdrawal Pending

Include Employees with no Outstanding Leave Requests

Reset Filters

Apply Filters

Mrs. Anna L. Robinson - 5523159

Employee Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Vacation	4.00	4/4/2023	Mrs. Anna L. Robinson	Submitted	Approve Reject Comment View

Mrs. Carol Nickoson - 5487468

Mrs. Mary Beth Walter - 5687862

Ms. Minnie B. Hatfield - 5744530

To view the details of the leave request, choose **View**.



Since the employee entered 6 hours, the supervisor must go in to edit the leave request. Click **View**.

IMPORTANT

Exempt employees are given vacation and sick leave in days. Unfortunately, the system cannot display leave in “days”. Therefore, all balances are displayed in hours. Per the Employee Manual, exempt employees must use leave time in increments of a half day (4 hours) or a full day (8 hours).

SUPERVISORS – ONLY APPROVE LEAVE REQUESTS THAT ARE IN INCREMENTS OF 4 OR 8 HOURS!

^ Mrs. Anna L. Robinson - 5523159

Employee Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Sick	8.00	4/10/2023	Ms. Marie Thompson	Approved	Unapprove, Reject, Comments, View
Vacation	6.00	4/3/2023	Mrs. Anna L. Robinson	Submitted	Approve, Reject, Comments, View

Supervisors can only edit the leave request when the Status is **Submitted** or **Draft**. The supervisor can edit the **Leave Type**, **Start Date** or **End Date**, and/or **Hours** in the box. In this case, the supervisor must change the hours since the employee did not enter 4 or 8 or reject the request.

New Request

Vacation 4/3/2023 Submitted

Save Approve **Reject** **Comments** Delete

Employee's Outstanding Leave Requests

Leave Type	Sick
Total Hours	8.00
Date Range	4/10/2023
Actioner	Ms. Marie Thompson
Status	Approved

Leave Type	Vacation
Total Hours	6.00
Date Range	4/3/2023
Actioner	Mrs. Anna L. Robinson
Status	Submitted

Summary of all pending leave requests.

Leave Type: Vacation

Start Date *: 4/3/2023

End Date *: 4/3/2023

Current Leave Balance:	280.00 hours
Pending:	-6.00 hours
Effective Balance:	274.00 hours
Total Requested:	6.00 hours

SU	MO	TU	WE	TH	FR	SA
2	3	4	5	6	7	8
	6.00					

The supervisor changes the total hours to 8 instead of 6 and clicks **Approve**.

Mrs. Anna L. Robinson

5523159

New Request

Vacation 4/3/2023 Submitted



Save



Approve



Reject



Comments



Delete

Employee's Outstanding Leave Requests

Leave Type Sick
Total Hours 8.00
Date Range 4/10/2023
Actioner Ms. Marie Thompson
Status **Approved**

Leave Type Vacation
Total Hours 6.00
Date Range 4/3/2023
Actioner Mrs. Anna L. Robinson
Status **Submitted**

Leave Type

Vacation

Start Date *

4/3/2023

End Date *

4/3/2023

Current Leave Balance: 280.00 hours
Pending: -6.00 hours
Effective Balance: 274.00 hours
Total Requested: 8.00 hours

The Actioner is the last person to make a change to the leave request.

	SU	MO	TU	WE	TH	FR	SA
	2	3	4	5	6	7	8
		8.00					

When a supervisor makes changes, a comment box will appear for the supervisor to give a reason for the change.

The screenshot displays a web application interface for managing leave requests. A modal dialog titled "Save Leave Request" is open in the center. The dialog contains the following information:

- Modified By:** Ms. Marie Thompson
- Date:** 4/6/2023
- Reason:** A text input field containing the text "must be 8 hours".

At the bottom of the dialog are two buttons: "Cancel" and "Save". The "Save" button is highlighted in blue, and a mouse cursor is pointing at it.

The background interface shows a "New Request" button on the left. Below it, there are two cards for "Employee's Outstanding Leave Requests":

- Card 1:** Leave Type: Sick, Total Hours: 8.00, Date Range: 4/10/2023, Actioner: Ms. Marie Thompson, Status: Approved.
- Card 2:** Leave Type: Vacation, Total Hours: 6.00, Date Range: 4/3/2023, Actioner: Mrs. Anna L. Robinson, Status: Submitted.

At the top right, there are icons for Save, Approve, Reject, Comments, and Delete. On the right side, there is a summary table:

Current Leave Balance:	280.00 hours
Pending:	-6.00 hours
Effective Balance:	274.00 hours
Total Requested:	8.00 hours

At the bottom, there is a calendar grid showing days 2 through 8. Day 3 has a value of 8.00.

The supervisor made a change to the leave request, but the employee let the supervisor know they were only taking a half day (4 hours) of vacation.

The supervisor must **Unapprove** to make changes.

New Request Vacation 4/3/2023 Approved

Save **Unapprove** Reject Comments Delete

Employee's Outstanding Leave Requests

Leave Type	Sick
Total Hours	8.00
Date Range	4/10/2023
Actioner	Ms. Marie Thompson
Status	Approved

Leave Type	Vacation
Total Hours	8.00
Date Range	4/3/2023
Actioner	Ms. Marie Thompson
Status	Approved

Leave Type: Vacation

Start Date * i 4/3/2023 End Date * 4/3/2023

SU	MO	TU	WE	TH	FR	SA
2	3	4	5	6	7	8
	8.00					

Current Leave Balance:	272.00 hours
Pending:	-0.00 hours
Effective Balance:	272.00 hours
Total Requested:	8.00 hours

The supervisor can edit the hours and then **Approve**. The supervisor must provide a **Reason** for modifying the leave request. **Save** when done.

Mrs. Anna L. Robinson
5523159

New Request

Vacation 4/3/2023 Submitted

Save Approve Reject Comments Delete

Employee's Outstanding Leave Requests

Leave Type	Sick
Total Hours	8.00
Date Range	4/10/2023
Actioner	Ms. Marie Thompson
Status	Approved

Leave Type	Vacation
Total Hours	8.00
Date Range	4/3/2023
Actioner	Ms. Marie Thompson
Status	Submitted

Save Leave Request

Modified By Ms. Marie Thompson
Date 4/6/2023
Reason
half day = 4

Cancel Save

Current Leave Balance:	280.00 hours
Pending:	-8.00 hours
Effective Balance:	272.00 hours
Total Requested:	4.00 hours

TH 6 FR 7 SA 8

2 3 4 5 6 7 8

4.00

After a leave request is approved, the employee is able to withdraw the request to make changes or delete on their end if necessary.

[Employment](#) · [Employee](#) · Leave

Vacation request approved.

Leave Approval

[← Leave Approval](#)

Mrs. Anna L. Robinson
5523159



[New Request](#) Vacation 4/4/2023 **Approved**


Save Unapprove Reject Comments Delete

Employee's Outstanding Leave Requests

Leave Type	Vacation
Total Hours	4.00
Date Range	4/4/2023
Actioner	Ms. Marie Thompson
Status	Approved

Leave Type: Vacation

Start Date *  4/4/2023 

End Date * 4/4/2023 

Current Leave Balance:	276.00 hours
Pending:	-0.00 hours
Effective Balance:	276.00 hours
Total Requested:	4.00 hours

The supervisor will receive an email if an employee's leave request is Withdrawn.

Leave Request Withdrawn



noreply@wittenberg.edu

To  Rebecka M. Schlake



We could not verify the identity of the sender. [Click here to learn more.](#)
We removed extra line breaks from this message.

Sick leave request of 8.00 hours for
04/10/2023 - 04/10/2023 was withdrawn by Anna Robinson.

Please logon to Self-Service to review and approve this withdrawal.

Employee leave balances will not be updated until leave requests are approved by supervisors.

The supervisor must approve the withdrawal of the leave request by clicking **Approve Withdraw**. The hours will be restored to the leave balance after approval.

5523159

Withdrawal of this leave request is pending approval.

New Request

Vacation 4/4/2023 **Approved**

- Save
- Approve Withdraw**
- Reject Withdraw
- Comments
- Delete

Employee's Outstanding Leave Requests

Leave Type: Vacation
Total Hours: 4.00
Date Range: 4/4/2023
Actioner: Ms. Marie Thompson
Status: **Approved**

Leave Type: Vacation

Start Date *: 4/4/2023

End Date *: 4/4/2023

The supervisor may also **Reject Withdraw** which equates to declining the employee's ability to make any changes to this specific request.

SU	MO	TU	WE	TH	FR	SA
2	3	4	5	6	7	8
		4.00				

The supervisor should always check the comments to see why the request was withdrawn. All comments related to the specific leave request will appear.

The screenshot displays a user interface for managing leave requests. At the top, the user is identified as Mrs. Anna L. Robinson with ID 5523159. A blue 'New Request' button is visible. Below it, the section 'Employee's Outstanding Leave Requests' shows a request for Vacation (4.00 hours) from 4/4/2023, approved by Ms. Marie Thompson. A 'Comments' modal window is open, showing two comments: one from Anna Robinson at 11:02 AM with the text 'possible comments', and another from Mrs. Anna L. Robinson at 11:07 AM with the text 'wrong date'. The modal includes a text input field for adding a comment and an 'Add Comment' button. In the background, a toolbar contains icons for Save, Approve, Reject, Comments, and Delete, along with 'Withdraw' buttons. A summary box on the right shows leave balances: Current (276.00), Pending (-0.00), Effective (276.00), and Total Requested (4.00) hours. A calendar view at the bottom shows days TH 6, FR 7, and SA 8.

Mrs. Anna L. Robinson
5523159

New Request

Employee's Outstanding Leave Requests

Leave Type	Vacation
Total Hours	4.00
Date Range	4/4/2023
Actioner	Ms. Marie Thompson
Status	Approved

Comments

Anna Robinson
possible comments
4/6/2023 11:02 AM

Mrs. Anna L. Robinson
wrong date
4/6/2023 11:07 AM

Enter message

Add Comment

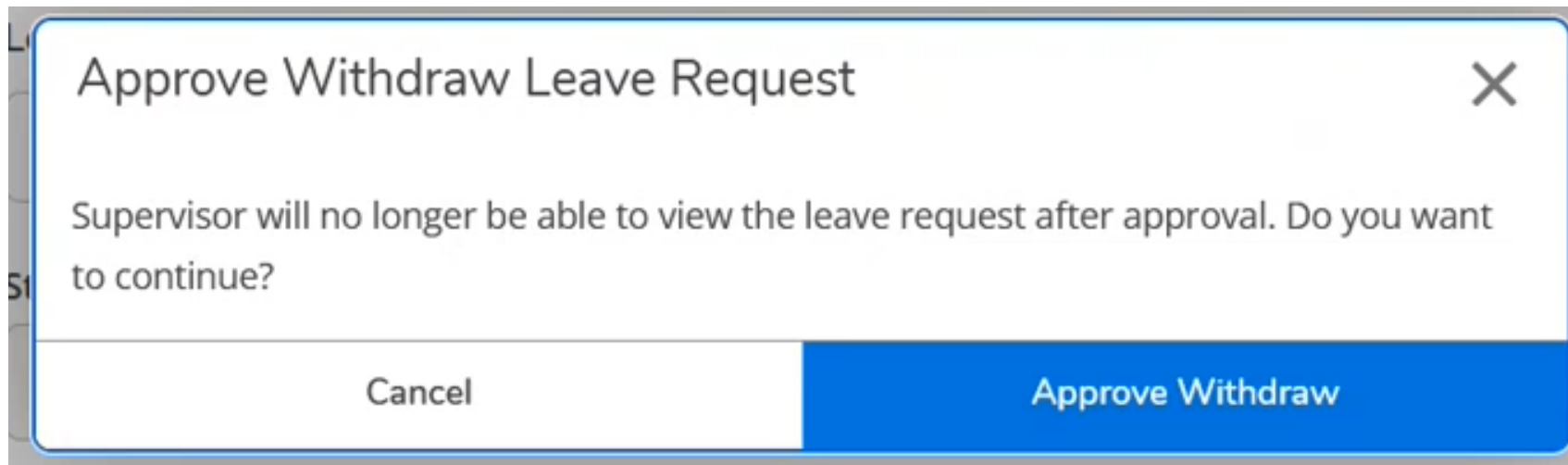
Close

Save Approve Reject Comments Delete
Withdraw Withdraw

Current Leave Balance: 276.00 hours
Pending: -0.00 hours
Effective Balance: 276.00 hours
Total Requested: 4.00 hours

TH 6 FR 7 SA 8

The message below will appear to confirm the supervisor wants to **Approve Withdraw**. Once the supervisor approves the withdrawal, they will no longer be able to view the leave request. The leave request is sent back to the employee as a draft to make changes.



If the employee makes changes to the same request and resubmits, the supervisor will receive this email and will see the submitted request in Self-Service.

Withdrawn Leave Submitted



noreply@wittenberg.edu

To Rebecka M. Schlake



We could not verify the identity of the sender. Click here to learn more.
We removed extra line breaks from this message.

Vacation leave request of 4.00 hours for
04/05/2023 - 04/05/2023 was resubmitted after withdrawal by Anna Robinson.

Please logon to Self-Service to review and approve this request.

Employee leave balances will not be updated until leave requests are approved by supervisors.

Leave Approval



Filter

Filter is Active

Collapse All

Leave Approval Filter Options

- Leave Balance
- Leave Request
- Submitted
- Approved
- Rejected

^ Mrs. Anna L. Robinson - 5523159

Employee Leave Requests

Request Leave

Leave Type	Total Hours	Date Range	Actioner				
Vacation	4.00	4/5/2023	Mrs. Anna L. Robinson	Submitted			
				Approve	Reject	Comments	View

This request was withdrawn after original approval.

Submitted

Approve

Reject

Comments View

The supervisor must check the comments to see why the request was resubmitted. The supervisor can also make comments if necessary.

Mrs. Anna L. Robinson
5523159

New Request

Employee's Outstanding Leave Requests

Leave Type	Vacation
Total Hours	4.00
Date Range	4/5/2023
Actioner	Mrs. Anna L. Robinson
Status	Submitted

Comments

possible comments

- Mrs. Anna L. Robinson 4/6/2023 11:07 AM
wrong date
- Mrs. Anna L. Robinson 4/6/2023 11:11 AM
corrected date

Enter message

Add Comment

Close

Save Approve Reject **Comments** Delete

Current Leave Balance: 280.00 hours
Pending: -4.00 hours
Effective Balance: 276.00 hours
Total Requested: 4.00 hours

TH 6 FR 7 SA 8

Once the supervisor reapproves the withdrawn request, the hours are taken out of the leave balance and the note next to Approved will remain.

[Employment](#) · [Employee](#) · [Leave](#)

Vacation request approved.

Leave Approval

[← Leave Approval](#)

Mrs. Anna L. Robinson
5523159

This request was withdrawn after original approval.

/2023 **Approved**

New Request Vacation 4/5/2023 **Approved**

Save Unapprove Reject Comments Delete

Employee's Outstanding Leave Requests

Leave Type	Vacation
Total Hours	4.00
Date Range	4/5/2023
Actioner	Ms. Marie Thompson
Status	Approved

Leave Type: Vacation

Start Date * : 4/5/2023

End Date *: 4/5/2023

Current Leave Balance:	276.00 hours
Pending:	-0.00 hours
Effective Balance:	276.00 hours
Total Requested:	4.00 hours

VIEWING LEAVE BALANCES

LEAVE BALANCE

The supervisor can view Leave Balances using the Filter. If approved, future leave requests will be “Used” and the Balance will be reduced even if the dates of the leave have not occurred.

Filter Filter is Active

Leave Approval Filter Options

- Leave Balance
- Leave Request
 - Submitted
 - Approved
 - Rejected
 - Withdrawal Pending

Include Employees with no Outstanding Leave Requests

Reset Filters **Apply Filters**

Mrs. Anna L. Robinson - 5523159

Employee Leave - As Of 4/21/2023

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Sick-Exempt	0.00	400.00	16.00	0.00	384.00	... View
Vacation-Exempt	0.00	220.00	88.00	8.00	140.00	... View

Employee Leave Requests **Request Leave**


Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Vacation	64.00	4/1/2024 - 4/10/2024	Ms. Marie Thompson	Approved	Unapprove, Reject, Comments, View
Vacation	8.00	4/5/2023	Ms. Marie Thompson	Rejected	Approve, Reject, Comments, View
Sick	8.00	4/3/2023 - 4/4/2023	Ms. Marie Thompson	Approved	Unapprove, Reject, Comments, View
Sick	8.00	3/24/2023	Ms. Marie Thompson	Approved	Unapprove, Reject, Comments, View
Vacation	64.00	3/8/2023 - 3/17/2023	Ms. Marie Thompson	Approved	Unapprove, Reject, Comments, View
Vacation	24.00	2/1/2023 - 2/3/2023	Ms. Marie Thompson	Approved	Unapprove, Reject, Comments, View


LEAVE BALANCES
LEAVE REQUESTS

ADDING A PROXY


If the supervisor is unable to approve leave requests for any reason, they can assign a Proxy. Proxy's cannot approve their own leave requests.

Welcome to Colleague Employee Self-Service!


 **Tax Information**
Here you can change your consent for e-delivery of tax information.


 **Banking Information**
Here you can view and update your banking information.


 **Time Entry**
Here you can fill out your timecards.


 **Time Approval**
Here you can approve or reject timecards for the people you supervise


 **Earnings Statements**
Here you can view your earnings statement history.

 **Faculty Contracts**
Here you can view your contract assignment details.

 **Employee Proxy**
Here you can delegate certain types of work tasks to another employee.


 **Leave**
Here you can view your leave balances and leave requests.

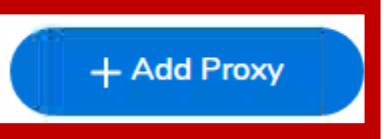
 **Supervisor Employee Leave Balances**
Leave Balances

 **Time History**
Here you can view your paid timecards.

PROXY

Active Proxies

 You have no active proxies.



- Step 1: Click **Add Proxy**
- Step 2: Select Proxy Type **Leave Approval**
- Step 3: Add the **Effective and Revoke Date**
- Step 4: Search the name of the person you want to act a proxy for you and click their name.
- Step 5: Click **Add Proxy**

Add Employee Proxy


Select Proxy Type*

Select Proxy Type ^

Time Approval


Leave Approval

Revoke Date

M/d/yyyy 

Proxy access ends at 12:01 AM on this date.

Search for Proxy*

Search for Employee to Act as Proxy 


Cancel **Add Proxy**

Add Employee Proxy

Select Proxy Type*


Leave Approval v

Effective Date* 4/21/2023

Revoke Date M/d/yyyy 

Proxy access ends at 12:01 AM on this date.

Search for Proxy*

marie thompson 

5689442
Thompson, Marie

Cancel **Add Proxy**

PROXY

In this example, no end date was given for this proxy. This is a good practice to be sure you have a backup approver in the case of an emergency. The supervisor could also assign a proxy if they are going on a vacation or long-term leave and add an revoke date.

[Employment](#) > [Employee](#) > [Employee Proxy](#)

Employee Proxy

 Proxy access successfully added for Thompson, Marie.

Active Proxies

Employee	Proxy Access	Effective Date	Revoke Date
 Thompson, Marie	Leave Approval	4/21/2023	

[+ Add Proxy](#)

Click here to delete the Proxy

Click here to add another Proxy

Note: Proxy's will receive all emails that supervisor receives. Proxy's should only approve when instructed by a supervisor.

Please contact Human Resources at hure-mail@wittenberg.edu or 937-327-7517 with any questions or suggested edits to these instructions.

