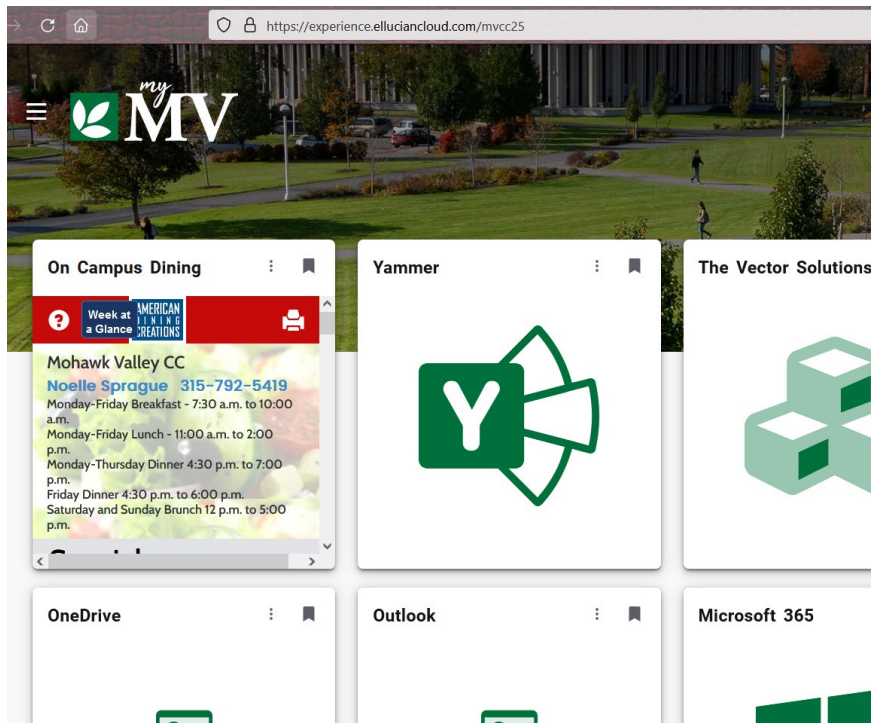
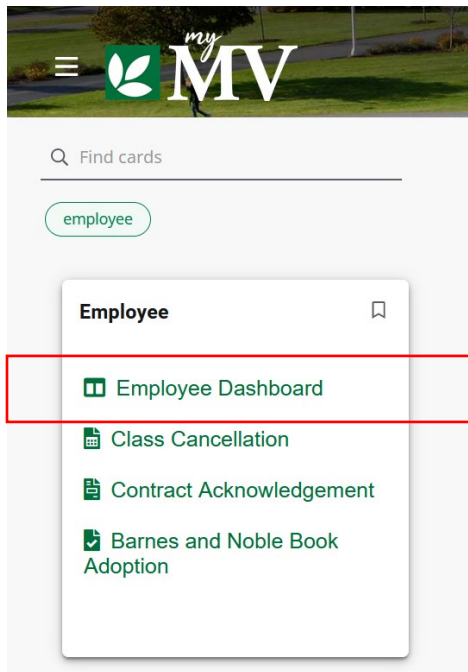


Time Approval and Proxy Instructions for MyMV

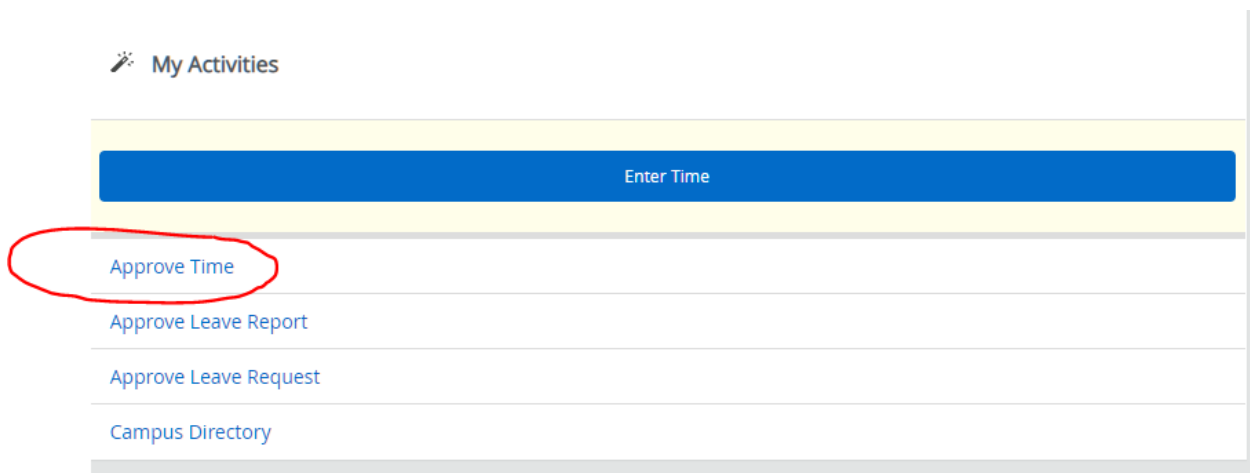
Login to MyMV.



Look for the Employee card that should be located on your MyMV home page. At the top of the card, you will find Employee Dashboard. Click on the link.

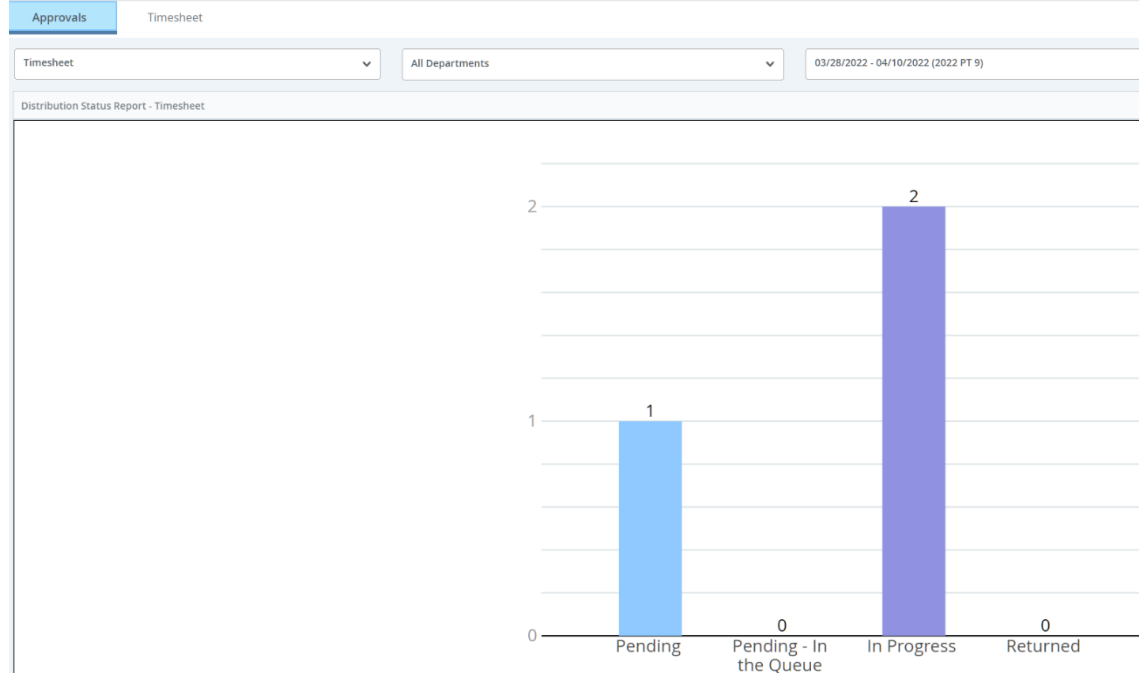


You will see available leave balances on the dashboard and can view more detailed information by clicking on Full Leave Balance Information. Under the 'My Activities' area, click on 'Approve Time' to begin the process of approving time.

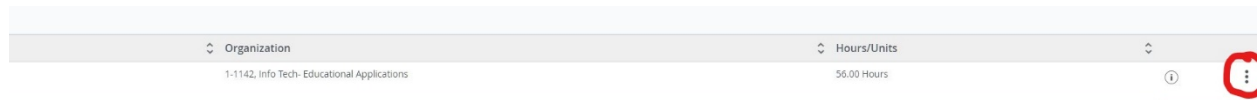


A chart showing the status of the time sheets that need your approval is displayed.

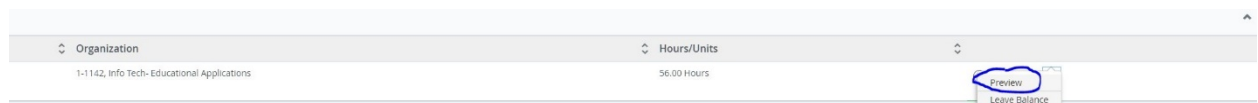
Approvals - Timesheet



By clicking on the Pending bar you will see a listing of the employees whose timesheets are pending your approval. To begin the approval process, click on the vertical ellipse to display a small menu.



From this menu choose 'Preview'



The employee's submitted timesheet will provide the hours they worked over the two-week time period. From here you can Approve or Return for correction.

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, Regular Pay	1	28.00	28.00		56.00 Hours
Total Hours		28.00	28.00		

[Return for correction](#)

[Approve](#)

Once the timesheet has been approved you will receive a Detailed Summary of the Approval.

Employee Dashboard • Time Entry Approvals • Professional P-T Computer, [redacted]

Timesheet Detail Summary

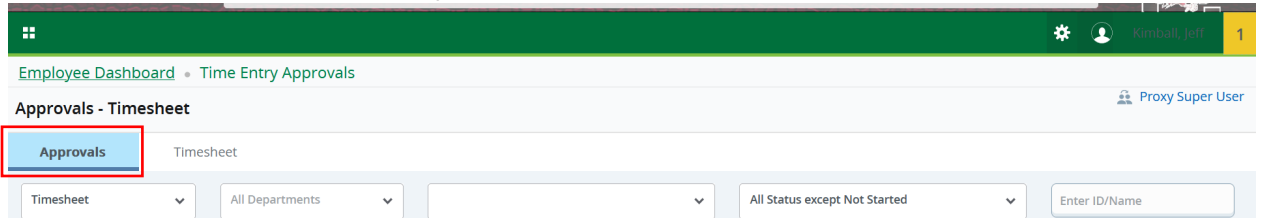
[redacted]

Professional P-T Computer, [redacted] Info Tech- Educational Applications

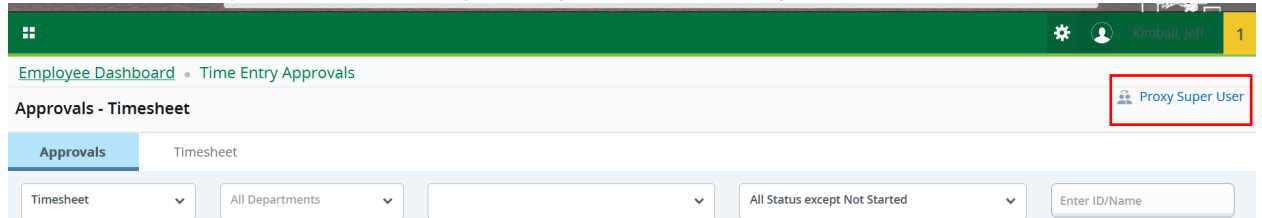
Pay Period: 03/28/2022 - 04/10/2022 | 56.00 Hours | Approved | Approved On 04/08/2022, 03:58 PM

SETTING UP A PROXY

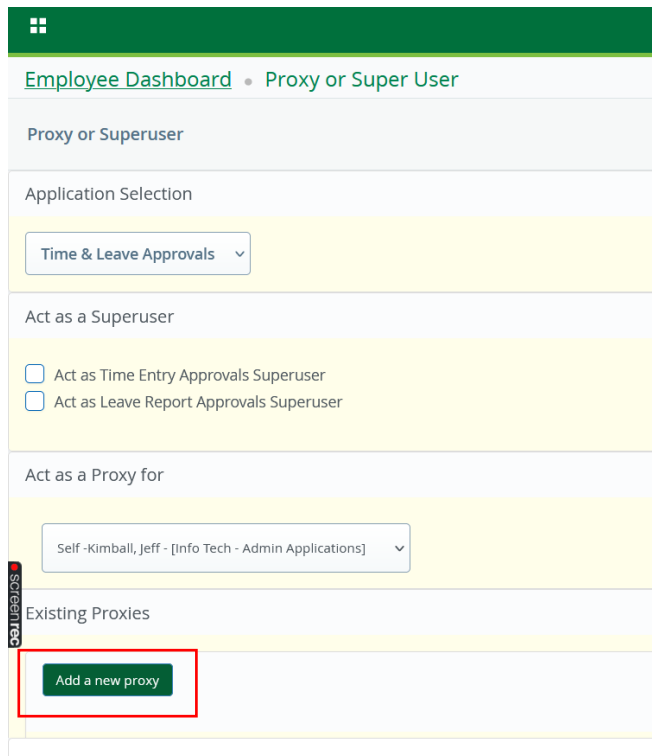
1. Click on Approvals within your timesheet.



2. Click on Proxy Super User (top right-hand side).



3. At the bottom left click on 'Add a New Proxy' button.



4. Click on the name of the desired proxy from the drop down menu.

Act as a Superuser

Act as Time Entry Approvals Superuser

Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Kimball, Jeff - [Int

Existing Proxies

Add a new proxy

Select Employee to add as Proxy

5. Be sure to check what you wish the proxy to be able to do.

Proxy or Superuser

Application Selection

Time & Leave Approvals ▾

Act as a Superuser

Act as Time Entry Approvals Superuser

Act as Leave Report Approvals Superuser

6. If you wish to delete a proxy you can do so by clicking on the 'Delete Proxies' box on the lower left hand side.

ard • Proxy or Super User

Is

Approvals Superuser
Approvals Superuser

Tech - Admin Applications]

Select Employee to add as Proxy

Delete proxies
Select single/multiple names and click on Delete Proxies to remove from list

Navigate to Time & Leave Approvals application