



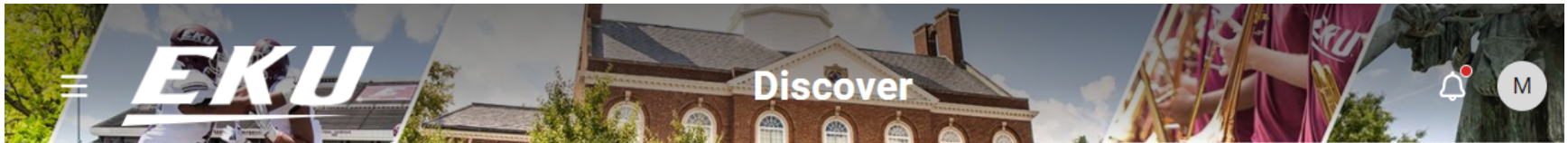
Eastern Kentucky University

Proxy Instructions

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Welcome to myEKU



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Communications & Brand Man...

After submitting a project request, a project manager from our team will contact you to conduct further assessment.

[Design Request](#)

I need help with ads, brochures, flyers, social media graphics, postcards or University-approved logos.

[Photo Request](#)

I need professional photos taken of people, programs or University events.

Logging in to myEKU

Log in here: <http://my.eku.edu>; or

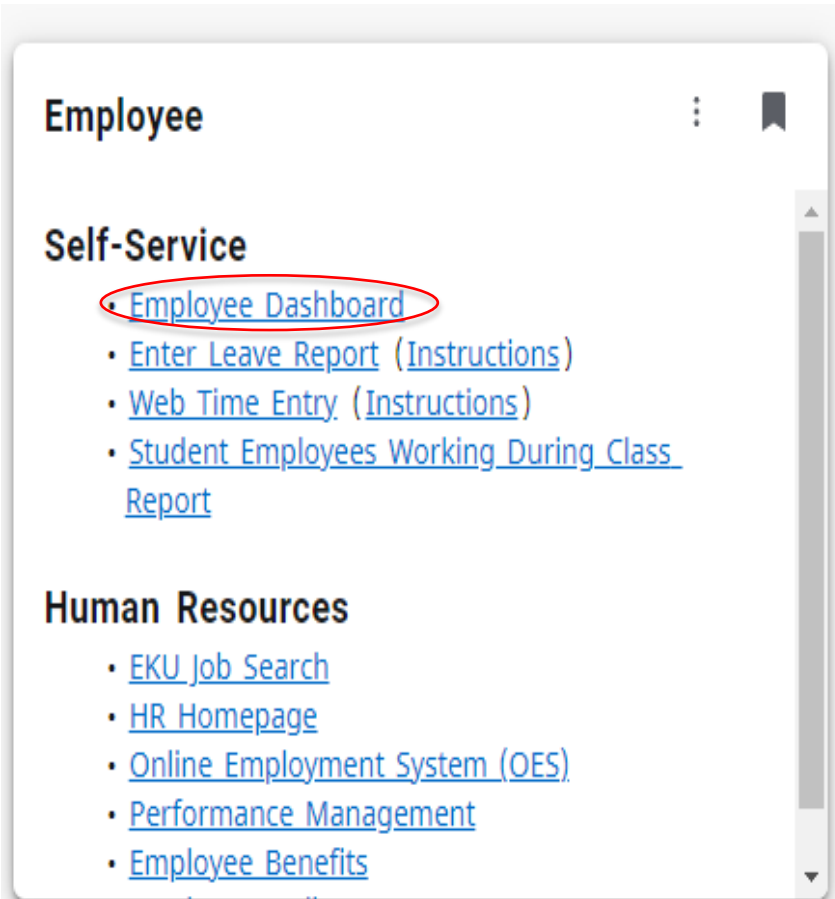
- Go to EKU's home page (eku.edu), click on the dropdown menu on the right side and choose "myEKU".

Find navigation help here:

<https://it.eku.edu/myekuinfo>

myEKU is a part of the Single Sign-On (SSO) and will automatically sign in the user logged into the computer.

Time Approvals



- Locate the Employee box in myEKU.
- Under Self-Service, locate and click on “Employee Dashboard”.

Find the “My Activities” on the Employee Dashboard. Select “Approve Time” for Student and Bi-Weekly Approvals.

The screenshot shows an employee dashboard interface. On the left is a sidebar menu with the following items: Pay Information (with a dropdown arrow), Earnings (with an up arrow), Benefits (with an up arrow), Taxes (with an up arrow), Job Summary (with an up arrow), and Employee Summary (with an up arrow). The main content area on the right contains a 'My Activities' link with a star icon, a blue button labeled 'Enter Leave Report', and a list of menu items: 'Approve Time' (circled in red), 'Approve Leave Report', 'Approve Leave Request', 'Pay Stub Administrator', 'Campus Directory', and 'Employee Menu'. The 'Approve Time' item is highlighted with a red circle.

Find the “**My Activities**” on the Employee Dashboard. Select “**Approve Leave Report**” for Semi-Monthly and Faculty approvals.

The screenshot displays a dashboard with a left-hand navigation menu and a right-hand menu. The left menu includes sections for Pay Information, Earnings, Benefits, Taxes, Job Summary, and Employee Summary. The right menu includes My Activities, a blue button for Enter Leave Report, and a list of options: Approve Time, Approve Leave Report (circled in red), Approve Leave Request, Pay Stub Administrator, Campus Directory, and Employee Menu.

Section	Item
Pay Information	My Activities
	Enter Leave Report
	Approve Time
	Approve Leave Report
Earnings	Approve Leave Request
	Pay Stub Administrator
Benefits	Campus Directory
	Employee Menu
Taxes	
Job Summary	
Employee Summary	

After selecting approve time or leave report, click on “Proxy Super User”.

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet Proxy Super User Reports

Approvals | Leave Report

Timesheet | All Departments | 02/06/2022 - 02/19/2022 (2022 ST 5) | All Status except Not Started | Enter ID/Name

Distribution Status Report - Timesheet

Status	Count
Pending	0
Pending - In the Queue	0
In Progress	2
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Pending 0

Pending - In the Queue 0

In Progress 2

Next, use the dropdown box under “**Act as a Proxy For**” to select the person for whom you need to act as a proxy.

Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals ▾

Act as a Superuser

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self-Caudill, Krista D. - [Human Resources] ▾
Self-Caudill, Krista D. - [Human Resources]
Adams, Caleb A. - [Human Resources]

Existing Proxies

Add a new proxy

Delete proxies

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

Employee Name - [Home Organization]

Steele, Lucy J. - [Human Resources]

Navigate to Time & Leave Approvals application

Once you have selected the person you need to act as proxy for, click “Navigate to Time & Leave Approvals Application”.

[Employee Dashboard](#) • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals ▾

Act as a Superuser

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self-Caudill, Krista D. - [Human Resources] ▾
Self-Caudill, Krista D. - [Human Resources]
Adams, Caleb A. - [Human Resources]

Existing Proxies

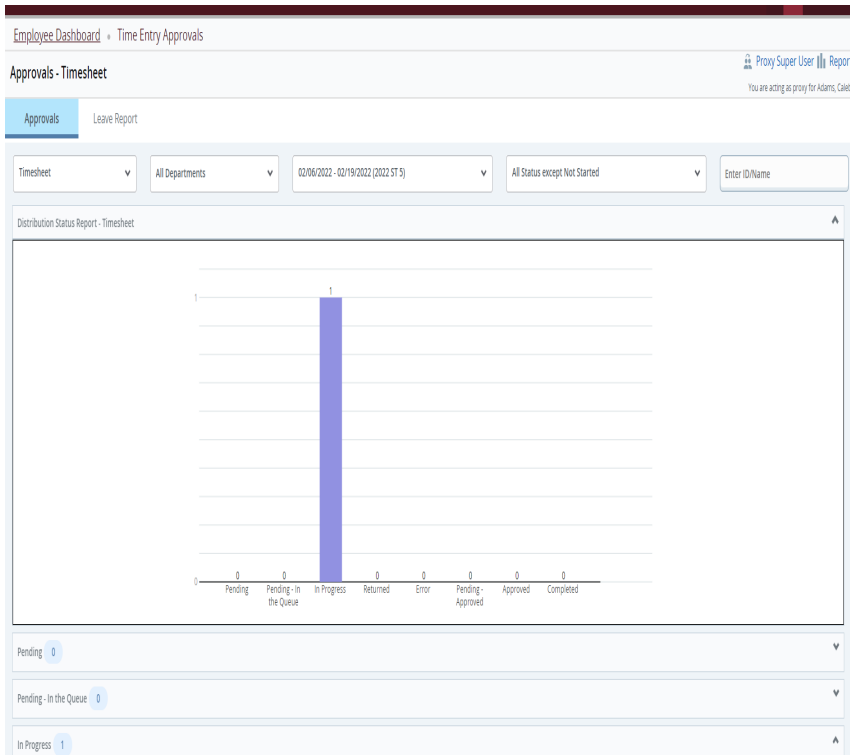
Add a new proxy Delete proxies
Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Steele, Lucy J. - [Human Resources]

Navigate to Time & Leave Approvals application

Approvals



- Status of the time entry will show.
- Pending time sheets/ leave reports are ready to be approved or returned
- Select time sheet to approve or return.
- Refer to Approver Instructions for more details.

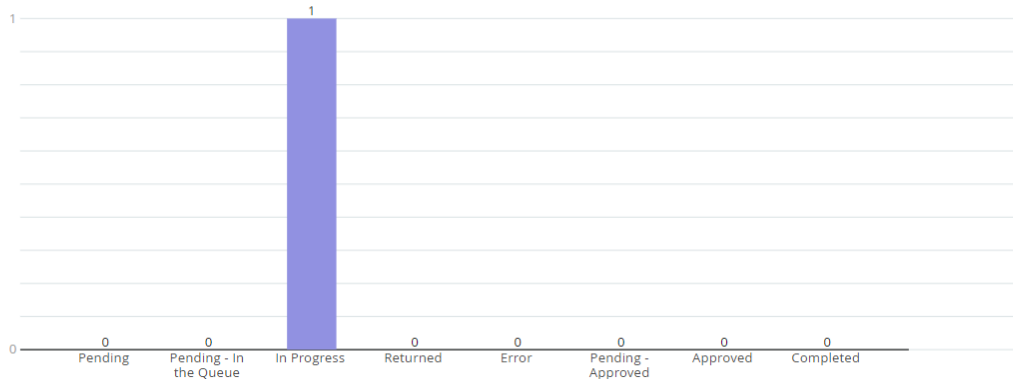
Click “**Proxy Super User**” to return to menu to select another approver to proxy or to return to your own approvals.

Approvals - Timesheet

Approvals Leave Report

Timesheet All Departments 02/06/2022 - 02/19/2022 (2022 ST 5) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet



- Pending 0
- Pending - In the Queue 0
- In Progress 1

Reminder

The screenshot shows a web interface for configuring proxy or superuser access. At the top, there is a breadcrumb trail: "Employee Dashboard" followed by a dot and "Proxy or Super User". Below this is a header section titled "Proxy or Superuser". The main content area is divided into several sections:

- Application Selection:** A dropdown menu is set to "Time & Leave Approvals".
- Act as a Superuser:** Two radio button options are present: "Act as Time Entry Approvals Superuser" and "Act as Leave Report Approvals Superuser". Both are currently unselected.
- Act as a Proxy for:** A dropdown menu is open, showing a list of users. The selected user is "Adams, Caleb A. - [Human Resources]". Other visible options include "Self-Caudill, Krista D. - [Human Resources]".
- Existing Proxies:** A section below the dropdown menu, currently empty.
- Add a new proxy:** A red button located at the bottom left of the form.

- You must select “Self” in “Act as Proxy for” drop down to return to your own approvals.

Questions may be directed to the
Human Resources Operation Team.

Phone: (859)622-5094

Email: Human.Resources@eku.edu



www.hr.eku.edu