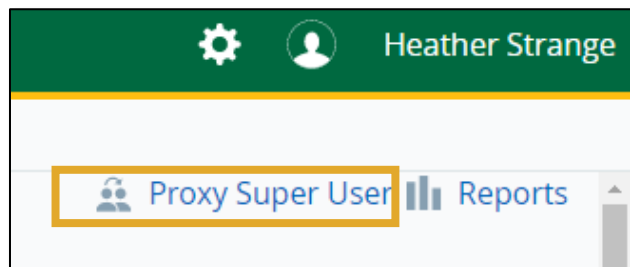
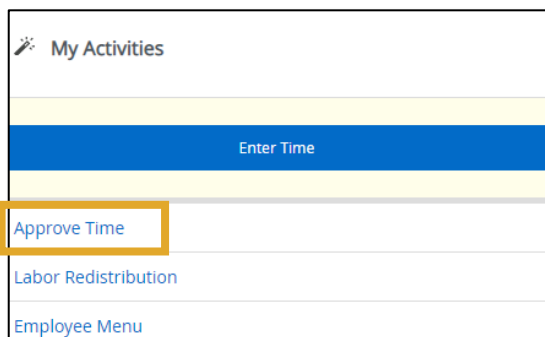
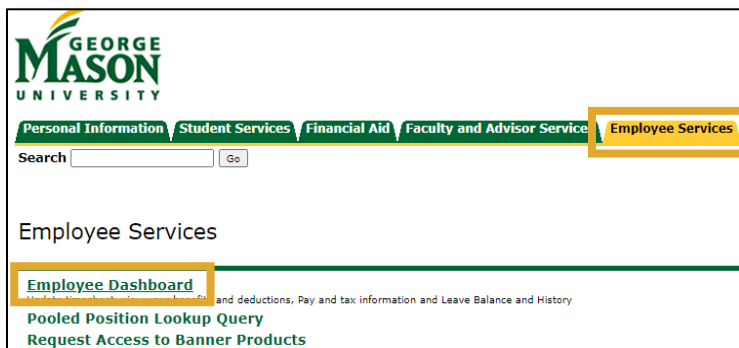


# Timesheet Proxy Quick Guide

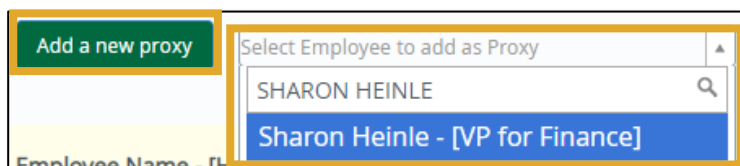
Mason is at risk of audit findings when not in compliance with the Commonwealth’s Agency Risk Management and Internal Control Standards (ARMICS). Departments who fail to properly and timely approve bi-weekly wage timesheets will be charged a \$100 penalty.

## View, Add or Delete a Proxy

1. Login to [Patriot Web](#) with your Mason Net ID/Password ([2FA required](#))
2. Click on the **Employee Services** tab and then **Employee Dashboard**
3. Under **My Activities** select “Approve Time” and then click on “Proxy Super User” in the top right corner.



4. Under the **Existing Proxies** section, you can “Add a new proxy,” see who is currently listed as a proxy, and delete existing proxies.
5. Click “Add a new Proxy” and enter the individuals NAME into the search field. Once located, click on the name to add the proxy. You should now see the individual listed under **Existing Proxies**.



6. To Delete an existing Proxy, click the check box next to the individuals name and then select “Delete Proxies” in the right-hand corner of the section.

