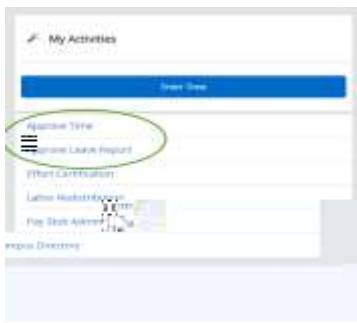


Old Dominion University

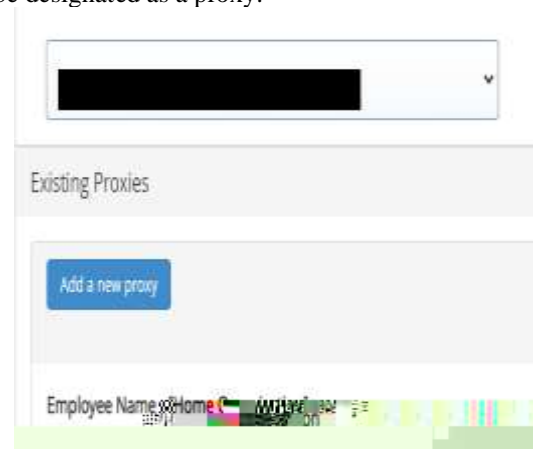
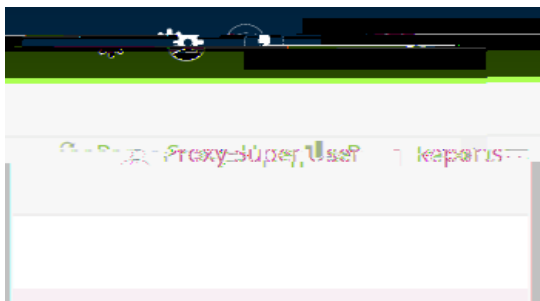
Quick Reference for Employee Self Service

Designating a Proxy for Time and Leave Approval

- **A proxy is a university employee designated by the primary supervisor to approve time sheets and leave reports on their behalf**
 - **All supervisors should designate at least one proxy**
1. Using **Google Chrome or Microsoft Edge**, log on to <http://www.leoonline.odu.edu>.
 2. Click on **Enter Leo Online News and Secure Area**; scroll down and Click on **Enter Secure Area**.
 3. Login using your MIDAS ID and PASSWORD. Click **LOGIN**. If you need assistance with your MIDAS ID or PASSWORD, contact Information Technology Services (ITS) at 757-683-3192.
 4. From the Main Menu click **EMPLOYEE** and then click **EMPLOYEE SELF SERVICE**.
 5. From the Employee Dashboard under My Activities click **APPROVE TIME OR APPROVE LEAVE REPORT**.



6. From the Time Reporting Selection screen click **Proxy Super User** at the top right. Click **Add a new proxy**. The Proxy set up screen will list all University employees who can be designated as a proxy.



7. Click on the drop down arrow and scroll thru the list of names or type the name to search to choose the employee you wish to designate as your proxy
8. After you choose the employee click the name and the proxy is then added
- 9.
10. To remove a proxy from your list click the delete