



Lakehead University

### INSTRUCTIONS FOR SUPERVISORS ON DESIGNATING A PROXY

As a supervisor you have the ability to designate a proxy for both time approval (all hourly employees) or leave approval (only full-time hourly employees). A proxy, once designated, can approve timecards or leaves transactions on your behalf. You can designate as many proxies as you wish, for any future time period that you wish, or indefinitely. You can also revoke a proxy designation any time. This is a convenient and secure way to have an employee's time approved in your absence without having to send multiple emails or phone calls. Please exercise caution and good judgment when selecting a proxy.







Lakehead University

Username\*

Password\*

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myportal.lakeheadu.ca





## Hello, Welcome to your myPortal!

Choose a category to get started.



### Tax Information

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



### Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Enrolment Management & Reporting

Tools



### Financial Management

Here you can view the financial health of your cost centers and your projects.

Timecard options are in here.

## Welcome to Colleague Employee Self-Service!



## Stipend History

Here you can view a list of your stipends.



## 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.



## Employee Proxy

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



## Time History

Here you can view your paid timecards.



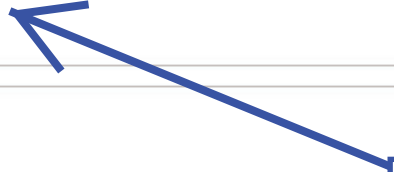
## Time History (Supervisor)

Here you can view paid timecards for the people you supervise.



## Position History

Here you can view a list of your positions.

Click here to  
designate your  
proxy.



crmason



Sign out



Help

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

## Employee Proxy

### Active Proxies



You have no active proxies.

[+ Add Proxy](#)© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Review your active proxies  
or click here to designate a  
new one.

## Employee Proxy

## Active Proxies



You have no active proxies.

[+ Add Proxy](#)

## Add Employee Proxy

Select Proxy Type\*

Select Proxy Type



Effective Date\*

2023-02-10

Revoke Date

yyyy-MM-dd



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

Search for Proxy\*

Search for Employee to Act as Proxy



Cancel

Add Proxy

Proxies can be designated from today or any future date to any revocation date afterward, or be left open ended.



crmason



Sign out



Help

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## Employee Proxy

## Active Proxies



You have no active proxies.

+ Add Proxy

## Add Employee Proxy

Select Proxy Type\*

Time Approval

Leave Approval

Time Approval

Revoke Date

yyyy-MM-dd



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

Search for Proxy\*

Search for Employee to Act as Proxy



Cancel

Add Proxy

You can designate a proxy for Time Approval or Leave Approval, but each must be done separately.





Employment Employee Employee Proxy

## Employee Proxy

### Active Proxies

You have no active proxies.

+ Add Proxy

### Add Employee Proxy

Select Proxy Type\*

Time Approval

Effective Date\*

2023-02-10

Revoke Date

2023-02-24

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

Search for Proxy\*

derek klement

Loading Employees...

Cancel

Add Proxy

Search for any employee at Lakehead University from here.





crmason

[Sign out](#)[Help](#)[Employment](#) • [Employee](#) • Employee Proxy

## Employee Proxy

## Active Proxies



You have no active proxies.

[+ Add Proxy](#)

## Add Employee Proxy

Select Proxy Type\*

Time Approval



Effective Date\*

2023-02-10

Revoke Date

2023-02-24



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

Search for Proxy\*

Search for Employee to Act as Proxy

Mr. Derek J. Klement  
0432443



Cancel

Add Proxy

Click here.

Employee Proxy

Active Proxies +

| Employee   | Proxy Access  | Effective Date | Revoke Date |   |
|--|---------------|----------------|-------------|---|
|  Mr. Derek J. Klement | Time Approval | 2023-02-10     | 2023-02-24* |  |

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

+ Add Proxy

Review your proxy setup here and add another if you wish. Congratulations, you're done!