A proxy is a university employee designated by the primary supervisor to approve timesheets and leave reports on their behalf.

All supervisors should designate at least one proxy.

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. If you choose to designate more than one proxy choose the second employee’s name and repeat step 8.
10. To remove a proxy from your list click the box beside the employee’s name you wish to remove and click delete proxies.