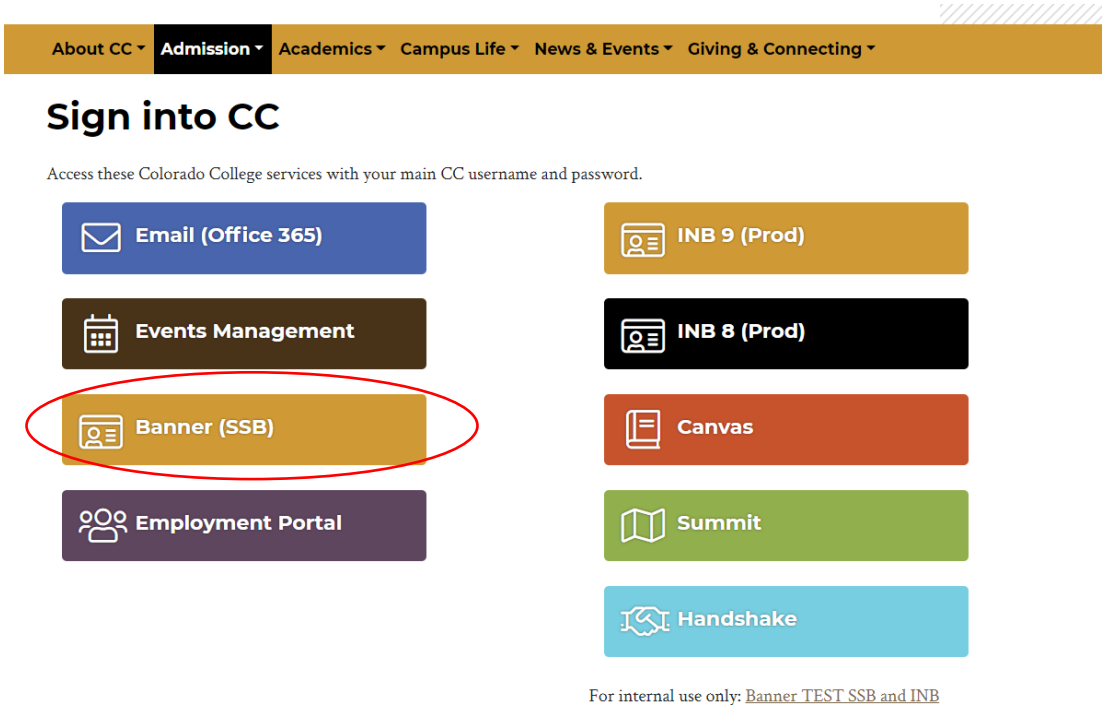
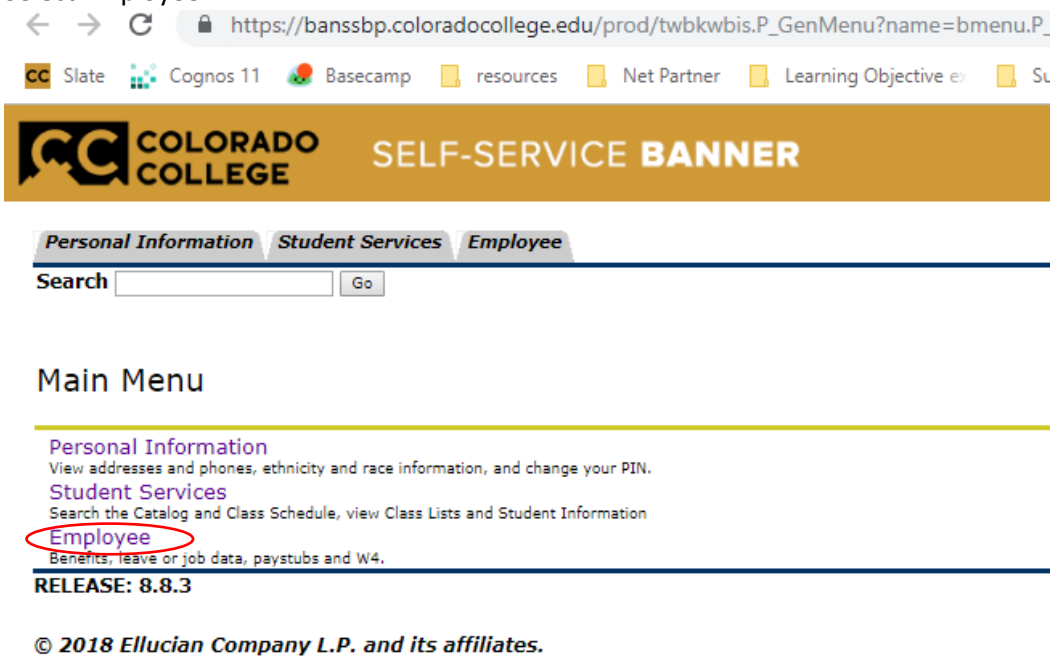
Proxy Set Up Directions

1) First enter Single-Sign on and select Banner (SSB)

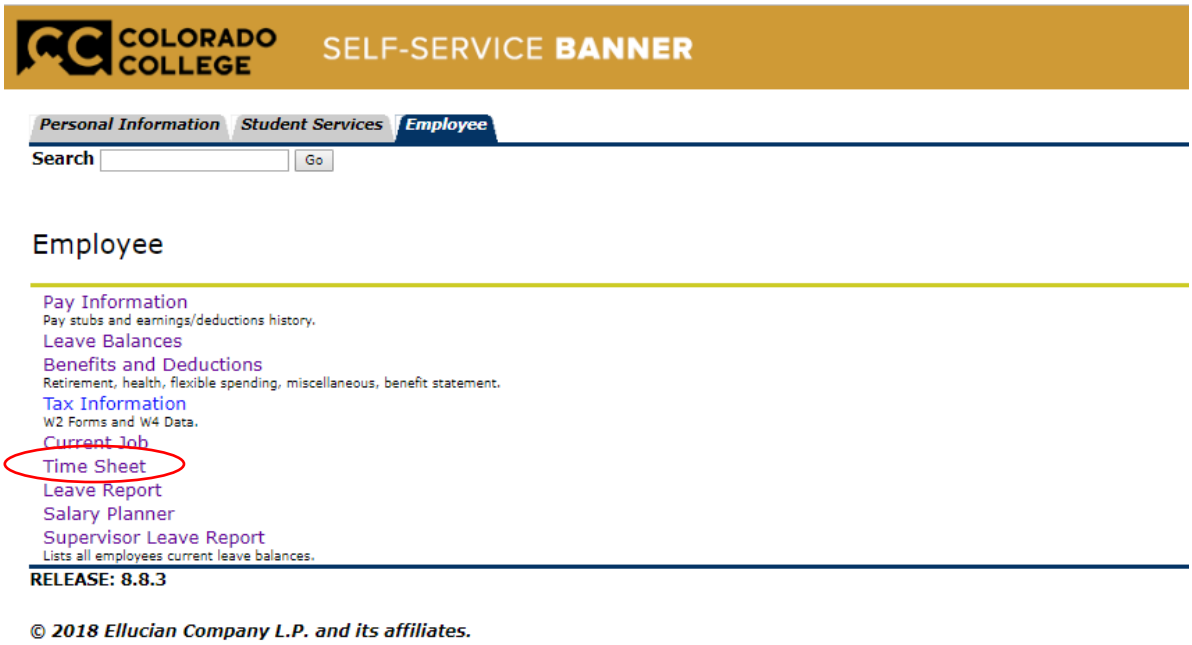


2) Select Employee link

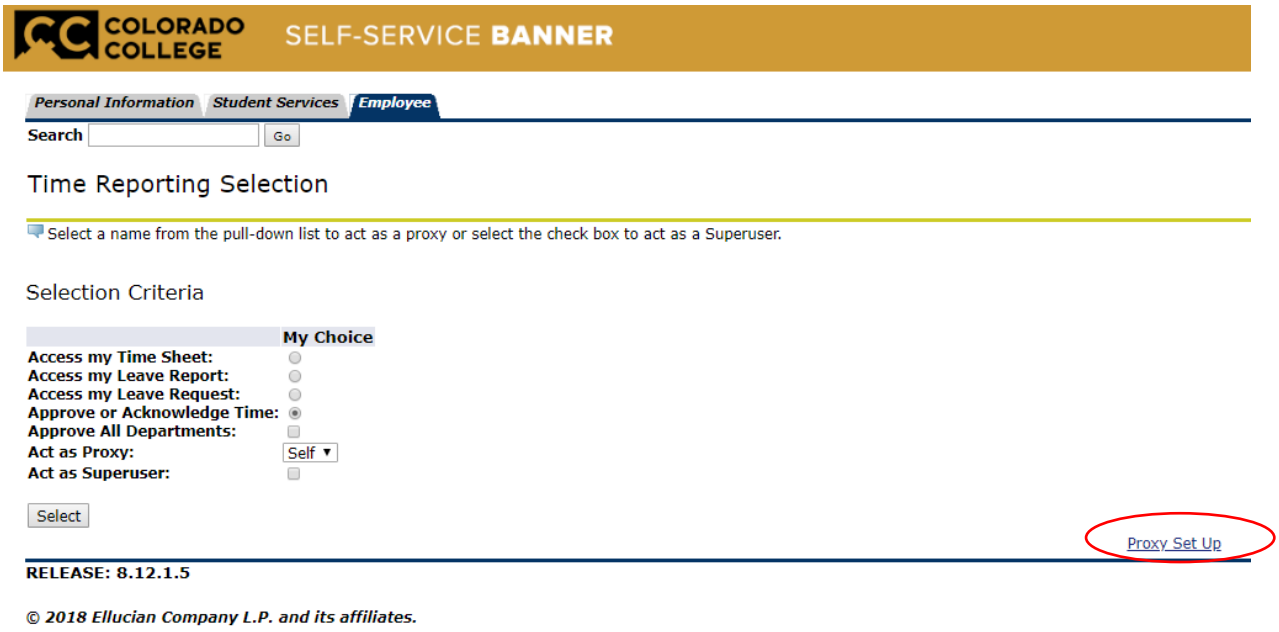


Proxy Set Up Directions

3) Select Time Sheet

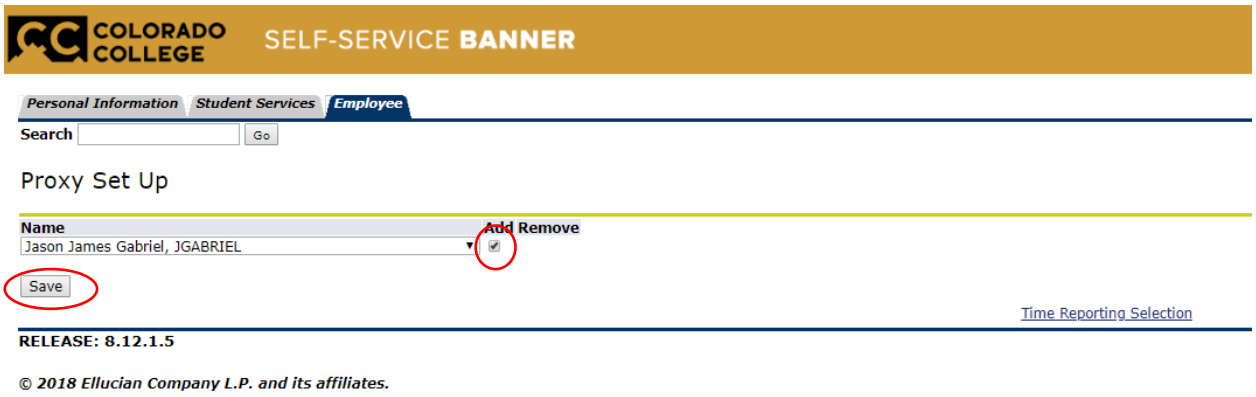
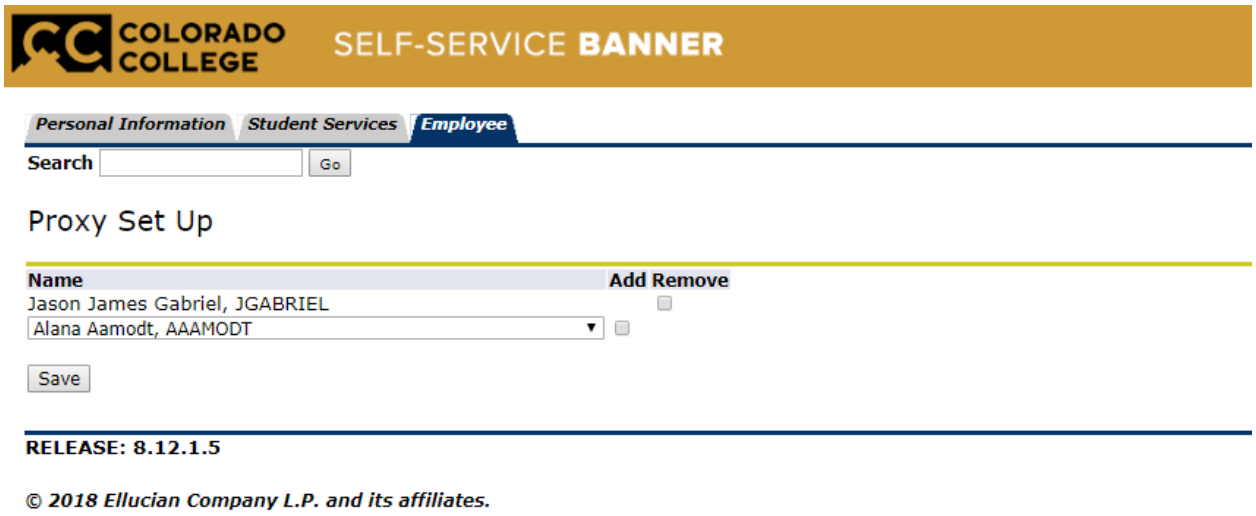


4) Select Proxy Set Up



Proxy Set Up Directions

5) Use the drop down menu to select the person you would like to set up as your proxy. Once selected check the Add box and click Save.



6) You have now completed the Proxy Set Up