

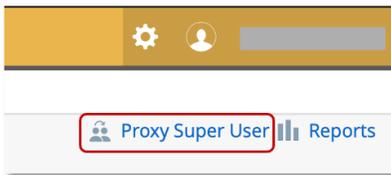


Proxies in Self-Service Banner

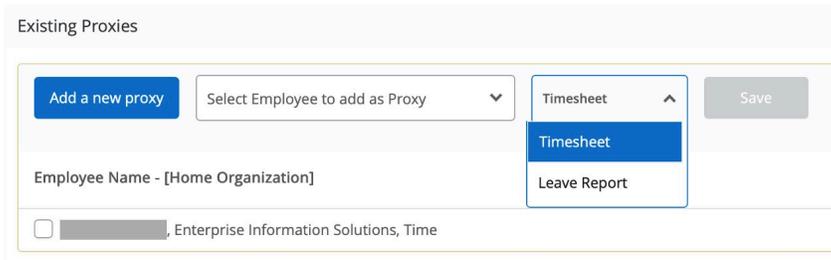
Proxy Access

If you plan to be away from work when time sheets or leave reports need to be approved, you must set up at least one proxy who can approve these on your behalf.

1. Go to Proxy Super User in the upper right-hand corner of the screen:



2. In the Existing Proxies box at the bottom of the screen, you can see any users who currently are able to approve time sheets and/or leave reports on your behalf. If there are none in this list, you can click “Add a new proxy” and search for them by name. You must also select whether they can approve time sheets or leave reports:

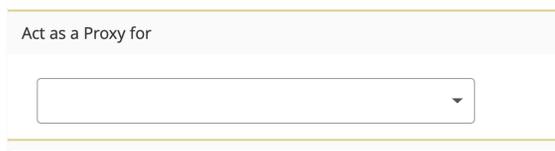


3. To remove someone approving on your behalf, select the proxy or proxies from the list and click “Delete proxies”:



4. To act as a proxy for someone else, go to this same screen and select their name from the Act as a Proxy for drop-down. Note that they must have already added you

as a proxy for their name to appear here:



A screenshot of a web form element. It features a light gray header with the text "Act as a Proxy for". Below the header is a white rectangular dropdown menu with a small downward-pointing arrow on the right side.

5. After selecting the person to act as a proxy for, click “Navigate to Time & Leave Approvals application” to approve time sheets or leave reports on their behalf:



If you have any questions about the above processes,
please contact Payroll at x6420.