



PROXY SETUP

Step 1 – Select “Proxy Set Up” option

Personal Information Alumni and Friends Student and Financial Aid **Employee** Finance

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Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self <input type="button" value="v"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

Step 2 – Use Drop-Down Menu to Select Proxy

Personal Information Alumni and Friends Student and Financial Aid **Employee** Finance

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Proxy Set Up

Name

[Time Reporting Selection](#)

Step 3 – Select “Add”

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Proxy Set Up

Name

[Time Reporting Selection](#)

Step 3 – Add Multiple Proxies, if applicable

Personal Information | Alumni and Friends | Student and Financial Aid | **Employee** | Finance

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Proxy Set Up

Name	Add	Remove
Patricia A Hood, PAHOOD	<input type="checkbox"/>	<input type="checkbox"/>
Paul A McCann, PMCCANN	<input type="checkbox"/>	<input type="checkbox"/>
Merry J Toberman, MJTOBERMAN	<input type="checkbox"/>	<input type="checkbox"/>
Julia A Abell, JAABELL	<input type="checkbox"/>	<input type="checkbox"/>

Add Multiple Proxies and Save



CAUTION: Once you “Add” a Proxy, the individual will continue to have access to your files until you “Remove” that access.

Step 4 – Proxy is now able to access records, Acting as Your Proxy

Personal Information | Student and Financial Aid | **Employee**

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Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Linda C Holloway LCHOLLOWAY2
Act as Superuser:	<input type="checkbox"/>

Your Proxy will elect to Act as your Proxy



If your proxy is unable to access records, an access code may need to be updated in Banner. Please contact the Payroll Office at 581-2118