PROXY SET UP FOR TIMESHEET APPROVERS

Only the supervisor/timesheet approver can assign Proxy to another person.

1. Log into Banner Self-Service and click on the "Time Sheet" menu option under the "Employee" tab.

WILLIAM &MARY
Personal Information Employee Banner Password Reset
Time Sheet

2. On the Time Sheet/Leave Request/Proxy screen, click on "Proxy Set Up."

Proxy Set Up
ition Benefits and Deductions Pay Information Tax Forms Time Off Current Balances and History

3. On the next screen, you should be able to select your proxy from the drop down list. Names are alphabetical by last name, but are listed as first name, last name. If your proxy's name does not appear, contact Human Resources by emailing <u>AskHR@wm.edu</u>.

Personal Information Employee Banner Password Reset
RETURN TO MENU SITE MAP HELP EXIT
Proxy Set Up
Name Add Remove
Rita F Metcalfe, RFMETC
Debra P Jarvis, DPJARVIS
Save

Click the checkbox under "Add" to add your proxy, and click "Save" before exiting.

4. To Remove a Proxy, click the check box under "Remove" and click save.