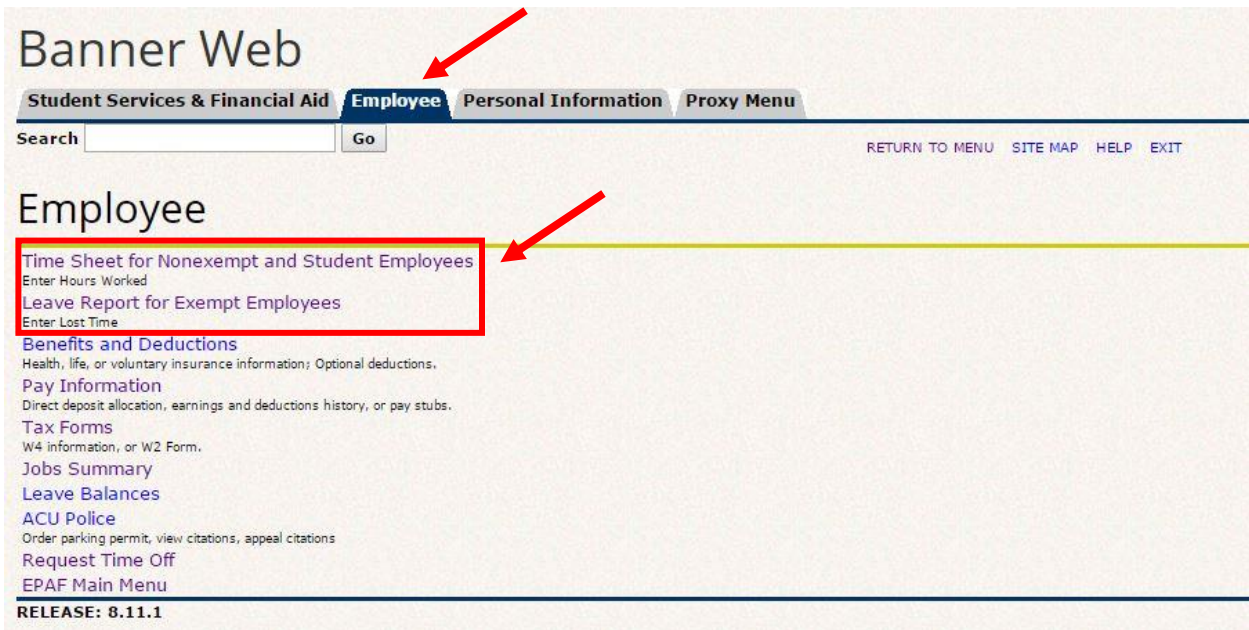


Acting as Proxy: Web Time Entry

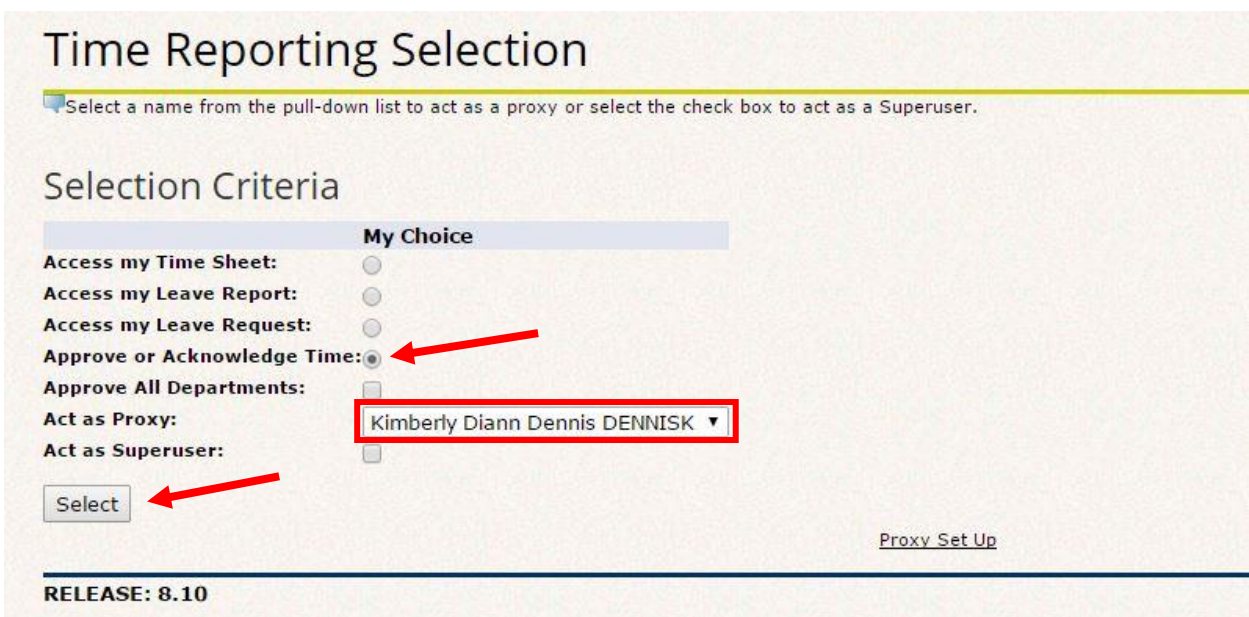
Once proxy has been assigned, follow these instructions to approve or acknowledge web time and leave reports as a proxy.

1. Log in to my.acu.edu and click on the Employee tab. Select the link “Time Sheet for Nonexempt and Student Employees” or “Leave Report for Exempt Employees”, depending on which one you need to approve.



The screenshot shows the Banner Web interface. At the top, there are navigation tabs: "Student Services & Financial Aid", "Employee", "Personal Information", and "Proxy Menu". The "Employee" tab is selected and highlighted with a red arrow. Below the tabs is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Employee". Below this heading, a red box highlights three links: "Time Sheet for Nonexempt and Student Employees" (with subtext "Enter Hours Worked"), "Leave Report for Exempt Employees" (with subtext "Enter Lost Time"), and "Benefits and Deductions". Other links include "Pay Information", "Tax Forms", "Jobs Summary", "Leave Balances", "ACU Police", "Request Time Off", and "EPAF Main Menu". At the bottom left, it says "RELEASE: 8.11.1".

2. On this page the “Approve or Acknowledge Time” bubble should be selected by default. If it is not, make sure to select it. From the drop down box next to the “Act as Proxy” line select the individual you are serving as proxy for. Click the select button.



The screenshot shows the "Time Reporting Selection" page. At the top, there is a instruction: "Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser." Below this is the "Selection Criteria" section. It has a header "My Choice" and a list of options with radio buttons: "Access my Time Sheet:", "Access my Leave Report:", "Access my Leave Request:", "Approve or Acknowledge Time:" (which is selected by default and highlighted with a red arrow), "Approve All Departments:", "Act as Proxy:", and "Act as Superuser:". The "Act as Proxy:" option has a dropdown menu open, showing "Kimberly Diann Dennis DENNISK" (highlighted with a red box). At the bottom left, there is a "Select" button (highlighted with a red arrow). At the bottom right, there is a link for "Proxy Set Up". At the bottom left, it says "RELEASE: 8.10".

- On this screen you will need to select the correct pay period to approve by clicking the drop down box. Make sure you are selecting the correct pay period as well as the correct employee type (ST, NE, MO). Click the select button.

Approver Selection

Time Sheet

Department and Description **My Choice** **Pay Period**

1, 41200, Human Resources

ST, Jul 09, 2015 to Jul 22, 2015 ▼

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

RELEASE: 8.10

- On this page you will see a list of the employees needing their time/leave approved. When the employee's time sheet/leave report is ready to be approved it will be under a status labeled "Pending." If their time sheet/leave report is still under the "In Progress" section, they have not submitted their time sheet/leave report yet. You will not be able to approve their time sheet/leave report until they have submitted it.

Department Summary

Select the employee's name to access additional details.

COA: 1, Abilene Christian University
 Department: 41200, Human Resources
 Pay Period: Jul 09, 2015 to Jul 22, 2015
 Act as Proxy: Kimberly Diann Dennis, DENNISK
 Pay Period Time Entry Status: Open until Jul 24, 2015, 11:59 PM

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
000460248	Ashley Nicole Bryan 998976 - 0 Student Employee	Approve		.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
000469386	Ashton Cheyenne Darrow 998976 - 0 Student Employee			.00	Leave Balances				
000495111	Bailey Reid McCorkle 998976 - 0 Student Employee			.00	Leave Balances				
000475370	Deidra N Smith 998976 - 0 Student Employee			.00	Leave Balances				

Not Started		
ID	Name, Position and Title	Other Information
000456549	Hayley Nicole Griffin 998976 - 0 Student Employee	
000471240	Madison Paige O'Dell 998976 - 0 Student Employee	