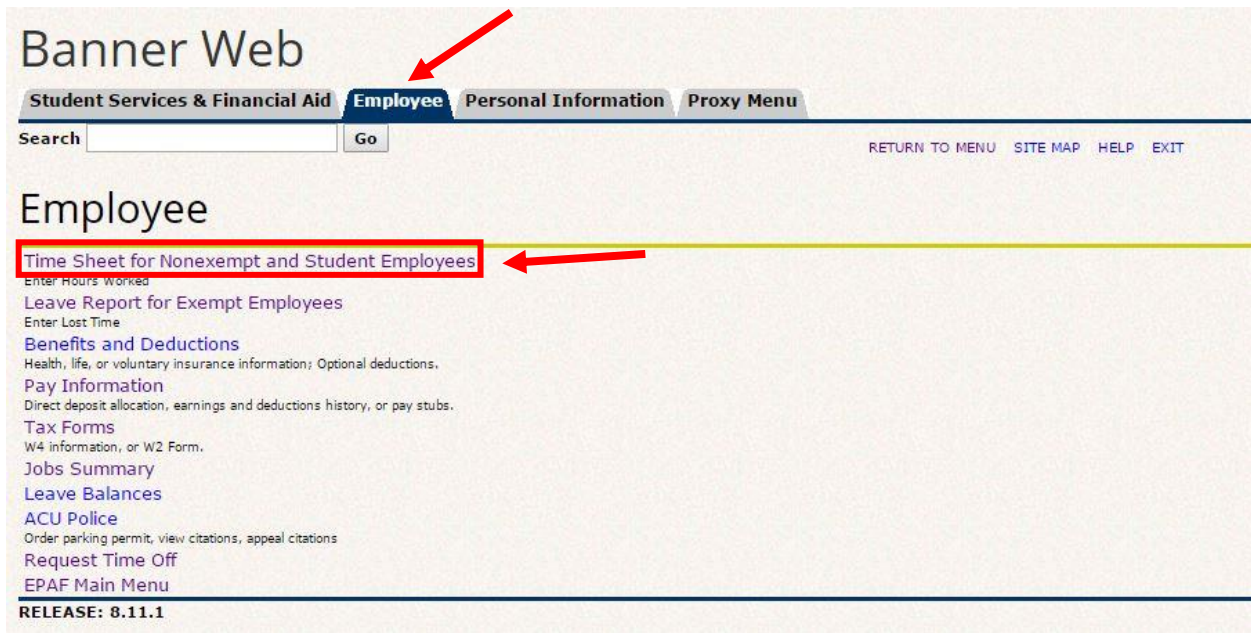


Setting up a Proxy: Web Time Entry

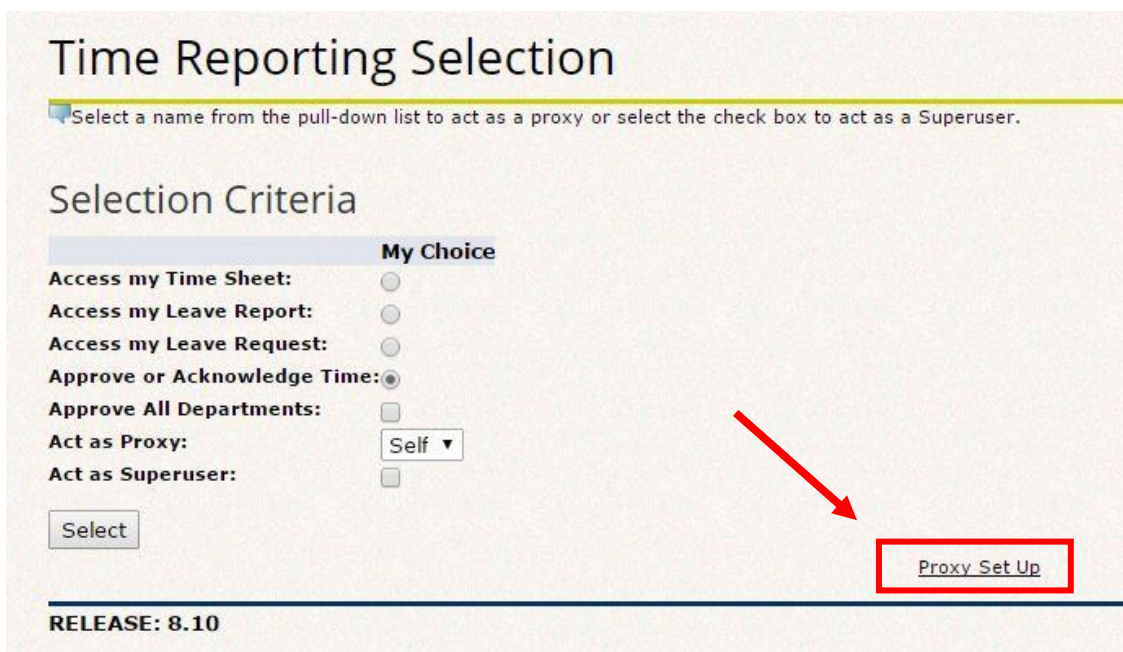
Proxy is the authority to act on behalf of someone. A supervisor who assigns proxy to someone should understand that the ultimate responsibility for anything approved by the proxy on their behalf lies with the supervisor.

1. Log in to my.acu.edu and click on the Employee tab. Select the link titled “Time Sheet for Nonexempt and Student Employees.”



The screenshot shows the Banner Web interface. At the top, there are navigation tabs: "Student Services & Financial Aid", "Employee", "Personal Information", and "Proxy Menu". A red arrow points to the "Employee" tab. 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 the link "Time Sheet for Nonexempt and Student Employees", with a red arrow pointing to it. Other links include "Enter Hours Worked", "Leave Report for Exempt Employees", "Enter Lost Time", "Benefits and Deductions", "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. At the bottom of the page, select the link “Proxy Set Up.”



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 several options with radio buttons or checkboxes: "Access my Time Sheet:", "Access my Leave Report:", "Access my Leave Request:", "Approve or Acknowledge Time:" (which is selected), "Approve All Departments:", "Act as Proxy:" (with a dropdown menu showing "Self"), and "Act as Superuser:". A "Select" button is at the bottom left. A red arrow points to a red box containing the link "Proxy_Set Up" at the bottom right. At the bottom left, it says "RELEASE: 8.10".

- From the drop down list, select the individual you would like to set up as a proxy. Check the “add/remove” box next to the name. Then click the save button. The individual you selected will now have the ability to approve web time and leave reports on your behalf.

Banner Web

[Student Services & Financial Aid](#) **Employee** [Personal Information](#) [Proxy Menu](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Proxy Set Up

| Name | AddRemove |
|---|-------------------------------------|
| <input type="text" value="Ashton Cheyenne Darrow, ACD12A"/> | <input checked="" type="checkbox"/> |

[Time Reporting Selection](#)

RELEASE: 8.10