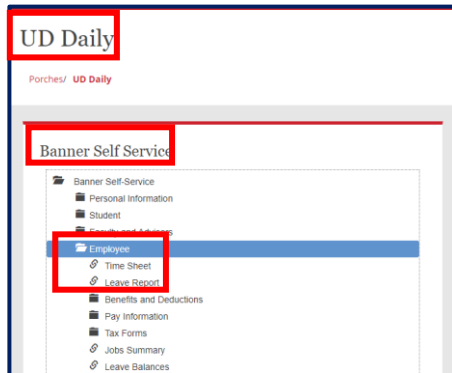
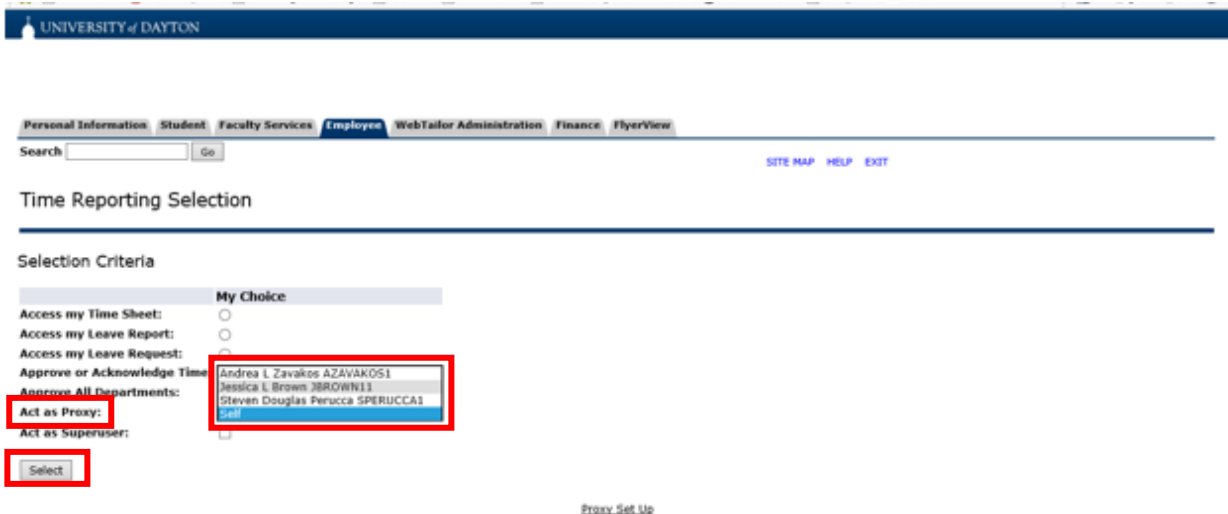


Acting as a Time-Leave Queue Proxy

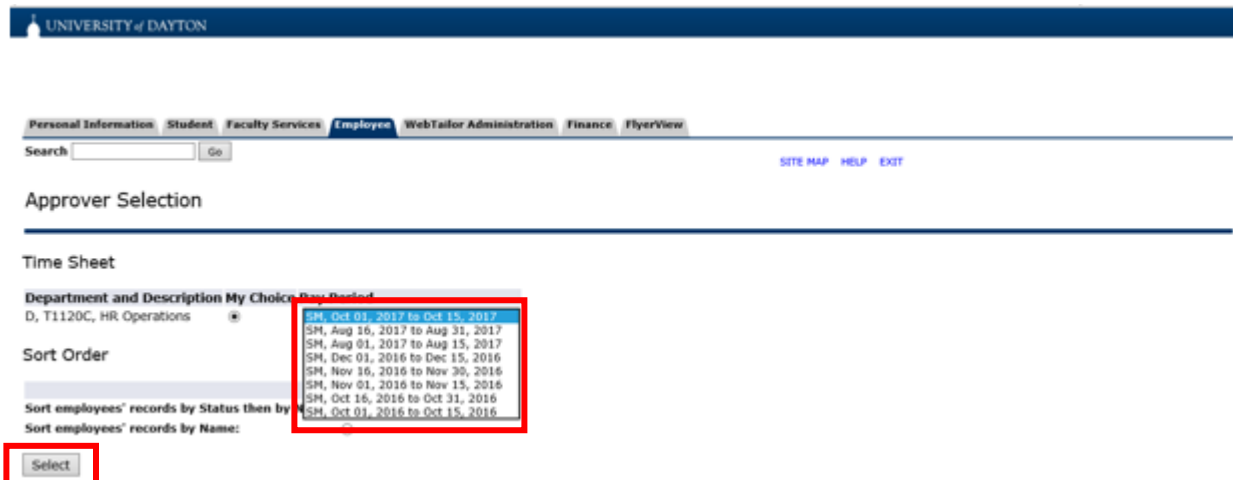
To act as a Proxy, from the Porches/UD Daily page/Banner Self Service channel, select Employee, then Time Sheet or Leave Report.



Select the person for whom you are acting as a proxy from the 'Act as Proxy' drop down menu and click 'Select'.



This will display the time sheets/leave report queues you have been granted access to proxy. Select the appropriate pay period from the drop down menu.



The standard approval steps may be followed from this point.