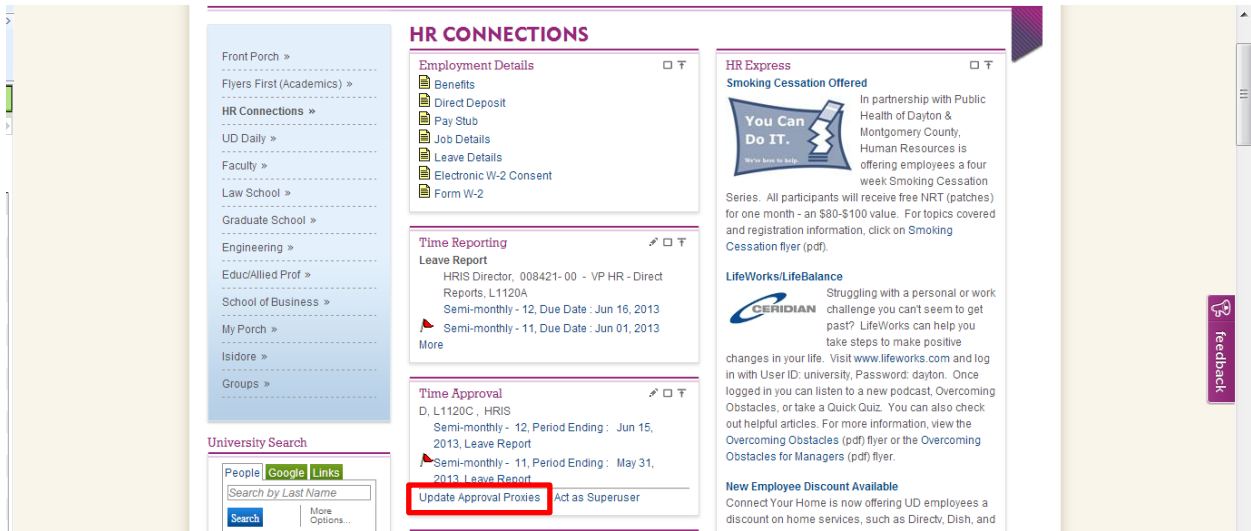


Proxy Assignment

In the event of absence (vacation, illness, etc.), all approvers are encouraged to designate at least one individual (a "Proxy") to take action on pending Time Approvals or Leave Reports on their behalf.

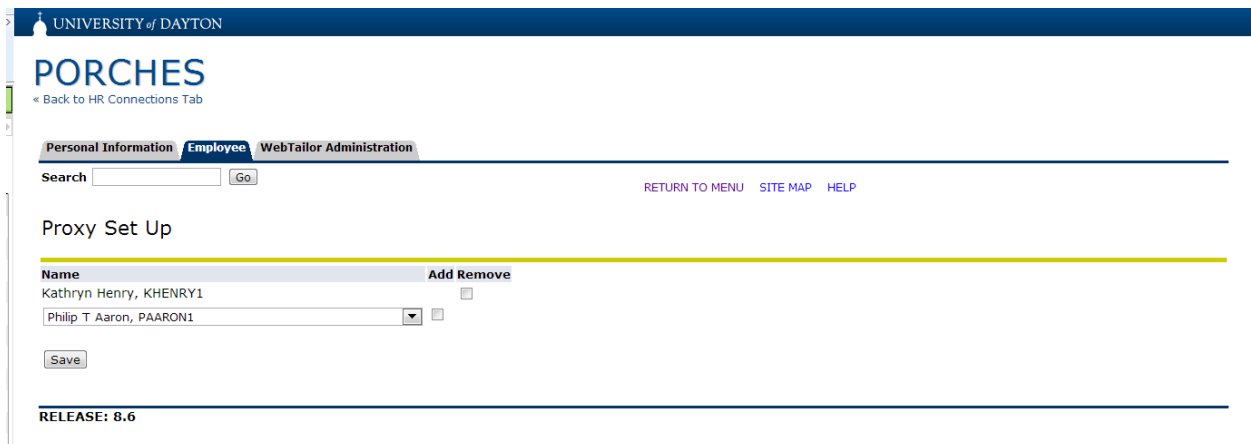
In addition to completing the steps below, you must also contact Jess Brown (jbrown11@udayton.edu) or Noyra Valentin (nvaentin1@udayton.edu) to ensure the named proxy has security access to the queue.

Step 1: To designate a Proxy, click on the **'Update Approval Proxies'** link within the Time Approval Channel in the HR Connections page on Porches.



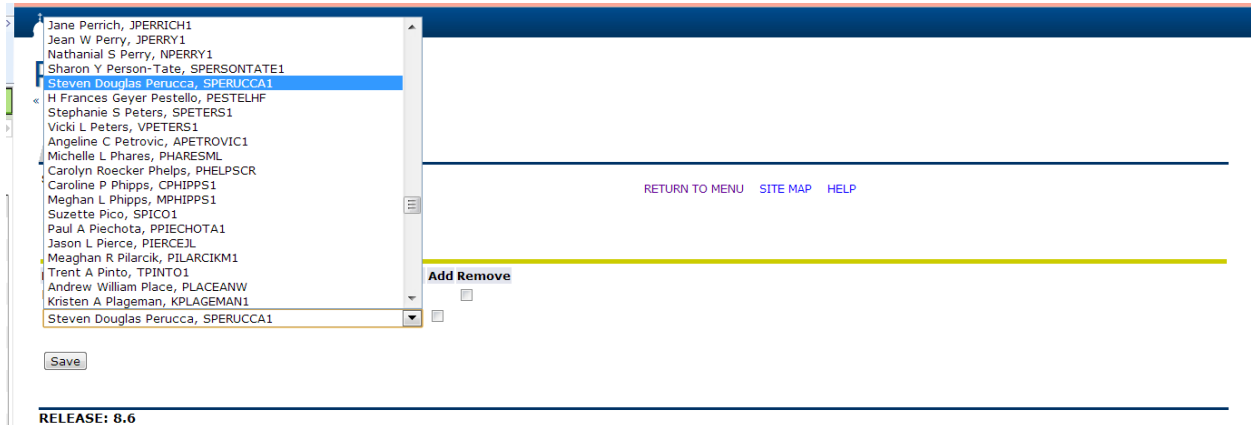
The screenshot shows the HR CONNECTIONS page. On the left is a navigation menu with categories like Front Porch, HR Connections, and My Porch. The main content area has three panels: Employment Details, Time Reporting, and Time Approval. The Time Approval panel lists several approvals, with the 'Update Approval Proxies' link highlighted in red. Below the list is an 'Act as Superuser' link. On the right, there are promotional banners for Smoking Cessation and LifeWorksLifeBalance.

This will direct you to the **Proxy Set Up** Page in Banner Self Service.

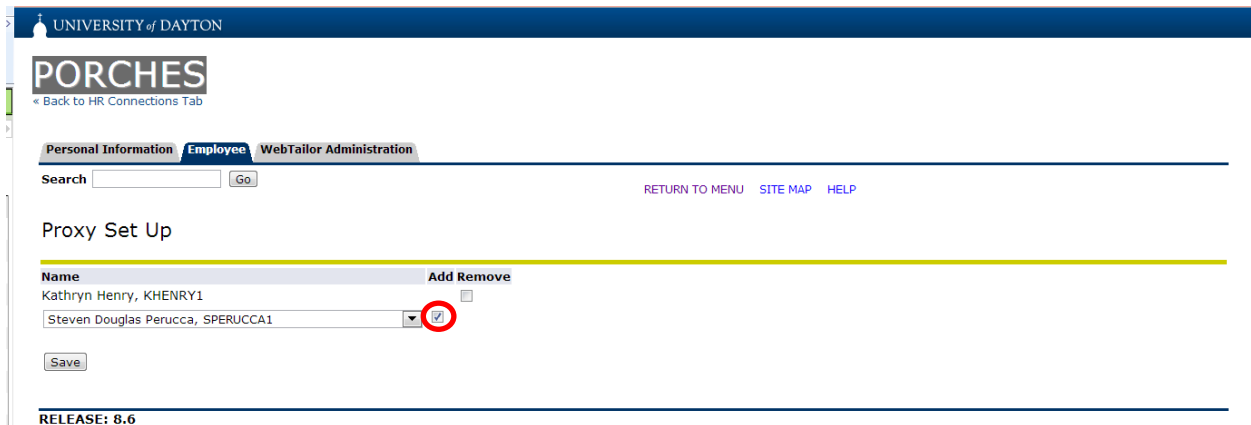


The screenshot shows the Proxy Set Up page. At the top, there's a search bar and navigation links (RETURN TO MENU, SITE MAP, HELP). Below the search bar, there are tabs for Personal Information, Employee, and WebTailor Administration. The main content area shows a list of names with checkboxes for adding or removing them. The names listed are Kathryn Henry, PHENRY1 and Philip T Aaron, PAARON1. A Save button is located at the bottom of the list.

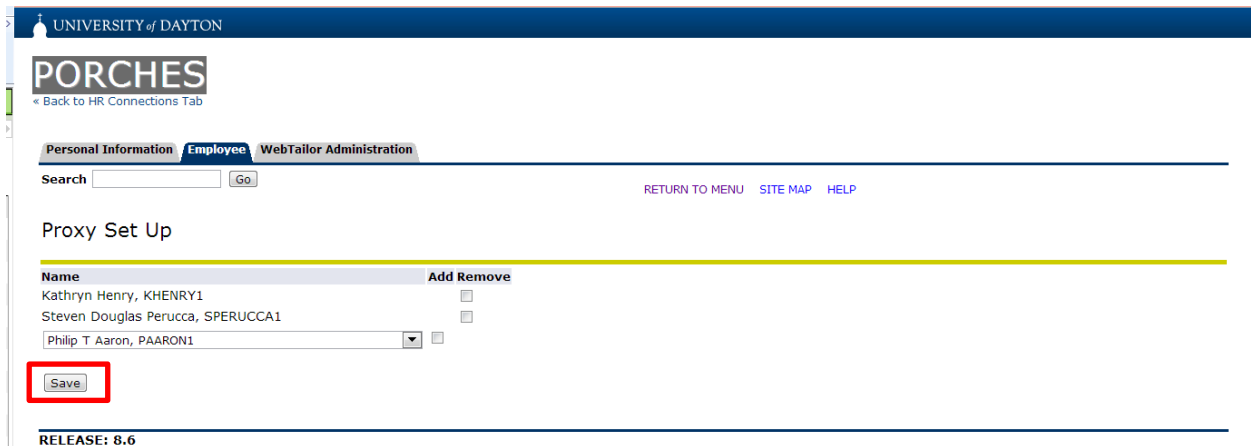
Step 2: From the pull down menu, select the user to whom you are assigning proxy privileges.



Step 3: Check the 'Add' button.



Step 4: Click the 'Save' button.



You have successfully designated a Proxy!

Repeat steps 2 through 4 to assign multiple proxies.

To delete a proxy, click on the **'Remove'** button next to the proxy name and then click the **'Save'** button.

The screenshot shows the 'UNIVERSITY of DAYTON' logo at the top left. Below it is the 'PORCHES' logo and a navigation link 'Back to HR Connections Tab'. The page has three tabs: 'Personal Information', 'Employee', and 'WebTailor Administration'. A search bar with a 'Go' button is present, along with links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main section is titled 'Proxy Set Up'. It features a table with columns 'Name' and 'Add Remove'. The table lists three proxies: 'Kathryn Henry, KHENRY1', 'Steven Douglas Perucca, SPERUCCA1', and 'Philip T Aaron, PAARON1'. The 'Add Remove' column for 'Steven Douglas Perucca, SPERUCCA1' has a red circle around the 'Remove' button. Below the table is a 'Save' button, which is also highlighted with a red box. At the bottom, it says 'RELEASE: 8.6'.

The selected proxy has been removed.

This screenshot is identical to the previous one, but the proxy 'Steven Douglas Perucca, SPERUCCA1' has been removed from the table. The table now only contains 'Kathryn Henry, KHENRY1' and 'Philip T Aaron, PAARON1'. The 'Remove' button for 'Philip T Aaron, PAARON1' is now visible. The 'Save' button remains highlighted with a red box, and the 'RELEASE: 8.6' text is still at the bottom.