

Proxy Assignment

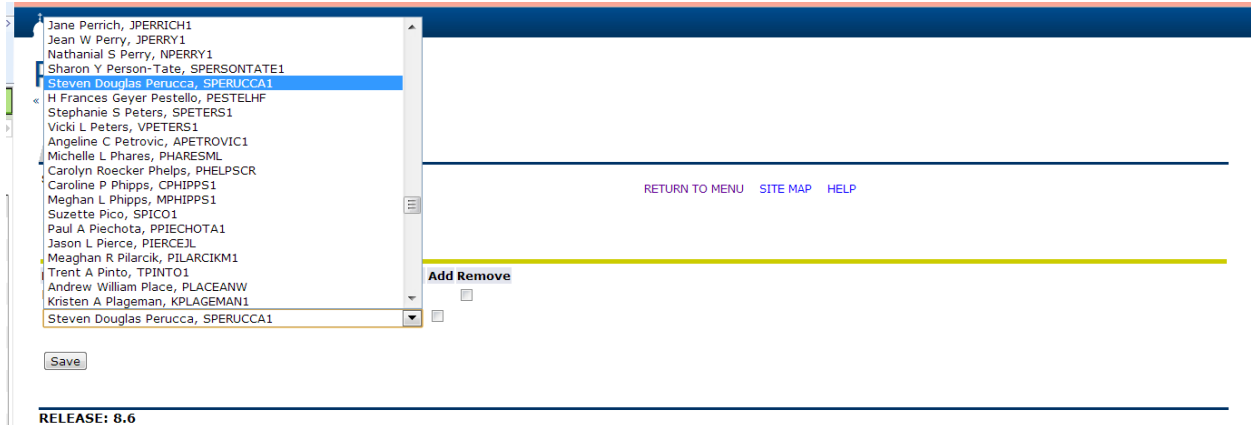
In the event of absence (vacation, illness, etc.), all approvers are encouraged to designate at least one individual (a “Proxy”) to take action on pending Time Approvals or Leave Reports.

In addition to completing the steps below, you must also contact HRIS (ext. 93224) to ensure the named proxy has security access to the queue.

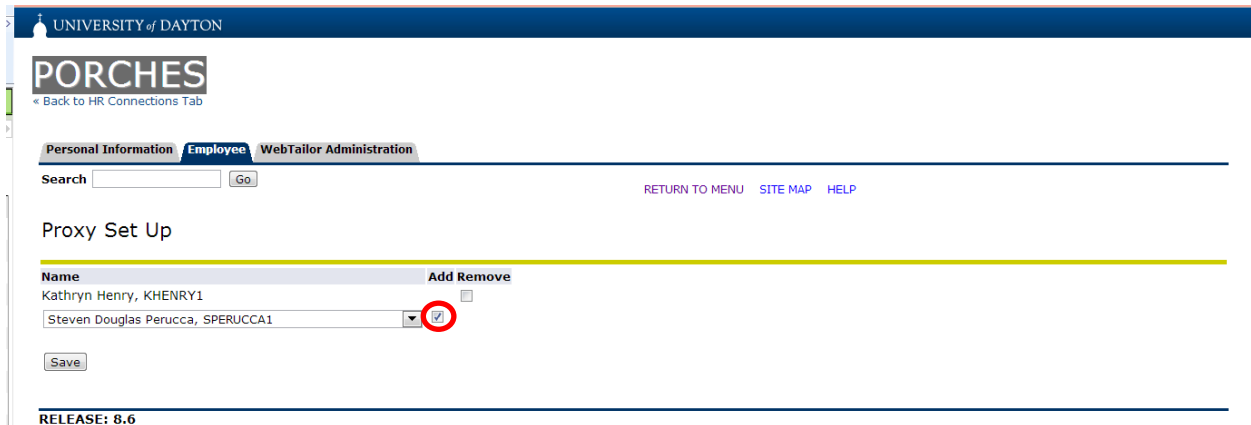
Step 1: To designate a Proxy, click on the ‘**Update Approval Proxies**’ link within the Time Approval Channel in the HR Connections page on Porches.

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

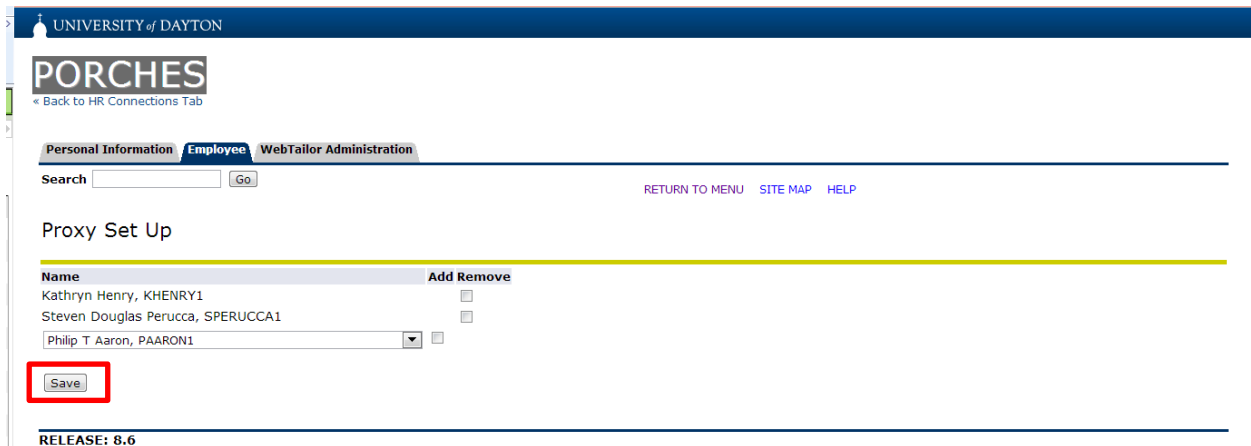
Step 2: From the pull down menu, select the user to whom you are assigning proxy privileges.



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 link to '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.