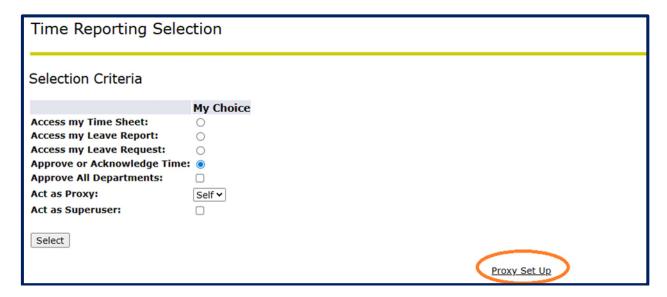# UTICA
UNIVERSITY

PROCEDURE FOR SETTING A PROXY

Before you begin! Please note that you will NOT be able to assign a proxy until at least one of your employees has opened a Banner Web record for the current pay period.

1. Visit Banner Web by clicking on the following link:
   https://bannerweb.utica.edu/PROD/twbkwbis.P_GenMenu?name=homepage

2. Click on "Enter Secure Area"

3. Log into Banner Web using your username and password

4. Click on "Employee"

5. Click on "Timesheet" or "Leave Report"

6. In the *middle* of this page- at the *very bottom* –click on "Proxy Set Up"

7. Choose your proxy from the drop-down box names are in alphabetical sequence

NOTE: *If your selected proxy has never approved in Banner Web before, they will not be in the drop-down list. Please contact HR x3276 to request user access.*

8. Check the "add" box next to the drop-down box

9. Hit *save* - you're finished!

<u>NOTE</u>

Every Supervisor should select a person (with their permission) to act as a proxy in their absence and approve time sheets or leave reports. Proxies will **not** receive the e-mail reminder to approve that supervisors currently receive. If you know you will be unable to approve time sheets you must communicate this to your proxy. We can provide your proxy with "Approver Instructions" if you contact us, as they will need to understand how to use the system.

Should you encounter any difficulties with this process, please contact HR x3276.