

Web Time Entry Proxy Set-up

If a supervisor will be absent at the end of a pay period, they may have a proxy approve time sheets.

Each supervisor can create his/her own proxy on the Web, on the Proxy Setup Form in Voyager.

Here are detailed setup steps:

1. Supervisor will e-mail Payroll with the name of the proxy.
2. Payroll will create records so the proxy can approve time. The proxy must have the same organizations as the supervisor).
3. Supervisor will use Voyager to designate the person as his/her proxy.
 - a. After logging on to Voyager, navigate to Employee Menu - Time Sheet.
 - b. In the Time Selection screen, select the link Proxy Set Up (Hint: The link appears at the bottom of the screen).
 - c. In the Proxy Setup screen, choose from the list of proxies. If your proxy isn't listed, contact payroll, who will review setup in Banner.
 - d. Click the Add checkbox.
 - e. Click Save.
 - f. You now can log out of Voyager or click the Time Reporting Selection link to approve time sheets.

Proxy Instructions

When the proxy logs on to Voyager, he/she will navigate to Employee Menu - Time Sheet.

In the Time Reporting Selection screen, the proxy will click Approve or Acknowledge Time.

From the Act as Proxy drop-down list, he/she should choose the person for whom he/she is acting as proxy.

When the proxy clicks Submit, he/she should follow general steps for approving time sheets.