

How to Set Up a Web Time Entry Approver's Proxy

The assignment of a Proxy for timesheet approval is an important aspect of an Approver's role in managing the review and approval of employee timesheets. A Proxy is a person who can approve timesheets on your behalf if you are not able to do so. You are responsible for making sure your employees' timesheets are reviewed and approved within the pay period deadlines.

Selection of a proxy is not required. ONLY select a proxy if you will be unable to approve timesheets for a given pay period. Designating one or more Proxies becomes your back-up plan for timesheet approval. You may designate as many proxies as you feel are necessary to provide backup in your absence. Here are critical details you need to know in order to manage your proxy selection:

- Approvers must set up a proxy if they are unable to approve timesheets by the pay period approval deadline.
- Once the pay period is over, you can leave the proxy in place or you can remove the selected proxy or change it.
- Assigning someone as your proxy is a **two-step process**:
 1. Complete the *Web Time Entry Proxy Set Up Request* form located on the Human Resources web page: [Web Time Entry Proxy Set Up Request Form](#) and email it to: HR@mail.ewu.edu
 2. Assign the proxy in Web Time Entry on Employee Self Service which can be found at: [Banner Quick Reference](#).

The Approver is responsible for ensuring that the Human Resources office is notified to set up the proxy's security access privileges.

- It is also the Approver's responsibility to inform the proxy of their responsibilities regarding timesheet approval, and ensure they have the necessary training to perform this function.

If you have questions about your proxy choice or the set up process please contact Kenlyn Mackey, Human Resources, at (509) 359-6904 or via email to: kmackey2@ewu.edu.