

HOW TO SET UP A PROXY IN BANNER 9

Banner 9 upgrade effective November 20, 2020

- A proxy is an employee who is set up by the payroll approver to approve time sheets on the payroll approver's behalf.
- It is a good idea for every payroll approver to set up at least one proxy in the event they are not available to approve time sheets by the time sheet 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. [Proxy Set Up Request Form](#) and email to HR@mail.ewu.edu. You may also access this Proxy Set Up Request Form on the HR Forms webpage: <https://inside.ewu.edu/hr/forms>
 2. Click on **Approvals** within your timesheet. You will click on **Proxy Super User (top right hand side)**. At the bottom left you will see a black **Add a New Proxy** button. You may then click on the name of the desired proxy from the drop down menu.
 3. You may also delete a proxy from this page. **Delete Proxies** button on bottom right.
- **The approver is responsible for ensuring that Human Resources is notified so that the proxy's security access privileges are set up.**
- 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.

Questions? Please call Human Resources at 509-359-2381.