

How to Setup a Proxy for Time/Leave Report Approvals

Log in to Banner Self Services and go to Employee, then Leave Report or TimeSheet. Click on the Proxy Setup button.

The screenshot shows a web browser window with the URL `https://linuxs.montevallo.edu:9010/PROD/bwvptais_P_SelectLeaveReportRoll`. The page header includes the University of Montevallo logo and the tagline "UNCONVENTIONAL WISDOM". The navigation menu has tabs for "Personal Information", "Student", "Financial Aid", "Employee", and "Finance", with "Employee" currently selected. Below the navigation is a search bar and links for "SITE MAP", "HELP", and "EXIT".

The main content area is titled "Time Reporting Selection" and contains a "Selection Criteria" section. Under "My Choice", the following options are listed:

- Access my Time Sheet:
- Access my Leave Report:
- Access my Leave Request:
- Approve or Acknowledge Time:
- Approve All Departments:
- Act as Proxy:
- Act as Superuser:

A "Select" button is located below these options. At the bottom of the page, there is a "Proxy_Set Up" link. A black arrow points from the text above to this link.

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Proxy Set Up

Name	Add	Remove
Susan F Hayes, SHAYESS	<input type="checkbox"/>	<input type="checkbox"/>
Tammy Lynn Plier, TPLIER	<input type="checkbox"/>	<input type="checkbox"/>
Chadd Mitchell Adams, CADAMS3	<input type="checkbox"/>	<input type="checkbox"/>

[Time Reporting Selection](#)

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Choose the person that you prefer to approve in your absence and put a click the ADD box and SAVE. To remove a proxy, clock the REMOVE box and SAVE. Please keep in mind that you are giving access to all of your employee's leave balances and prior timesheets. For this reason, we prefer that you choose your supervisor as your proxy.