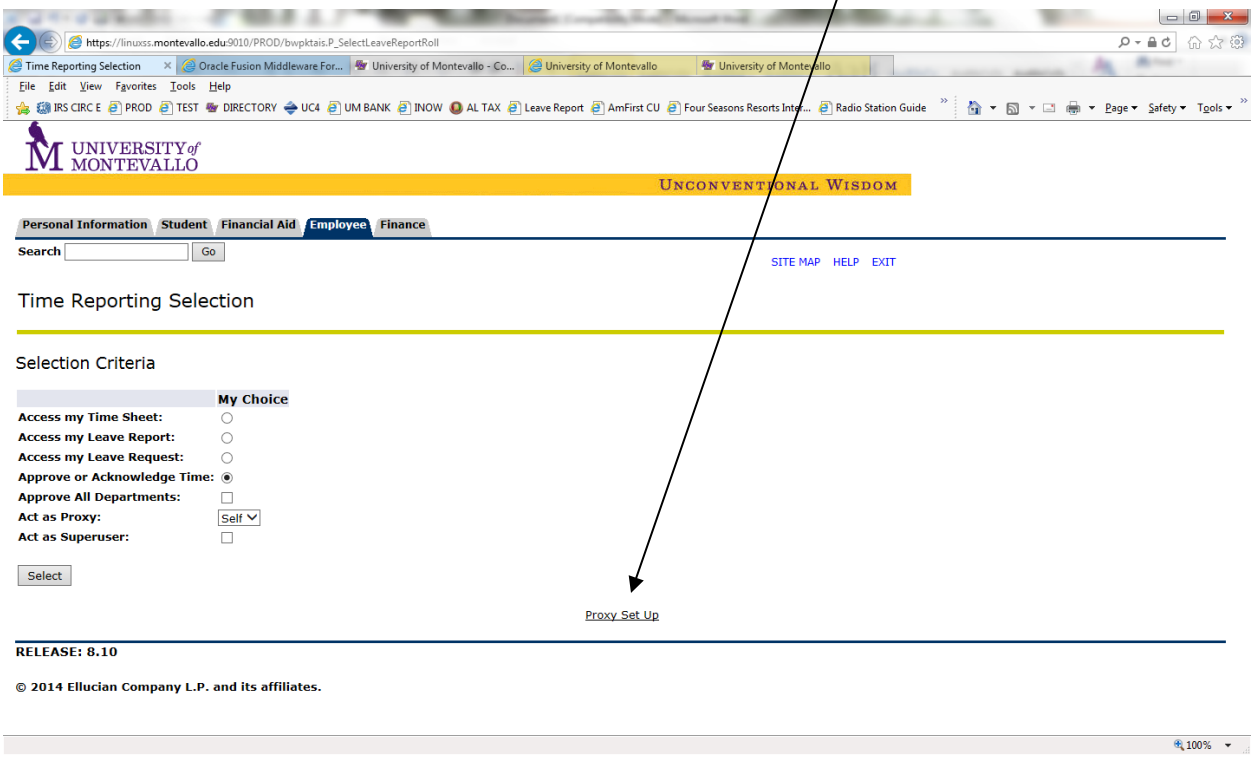
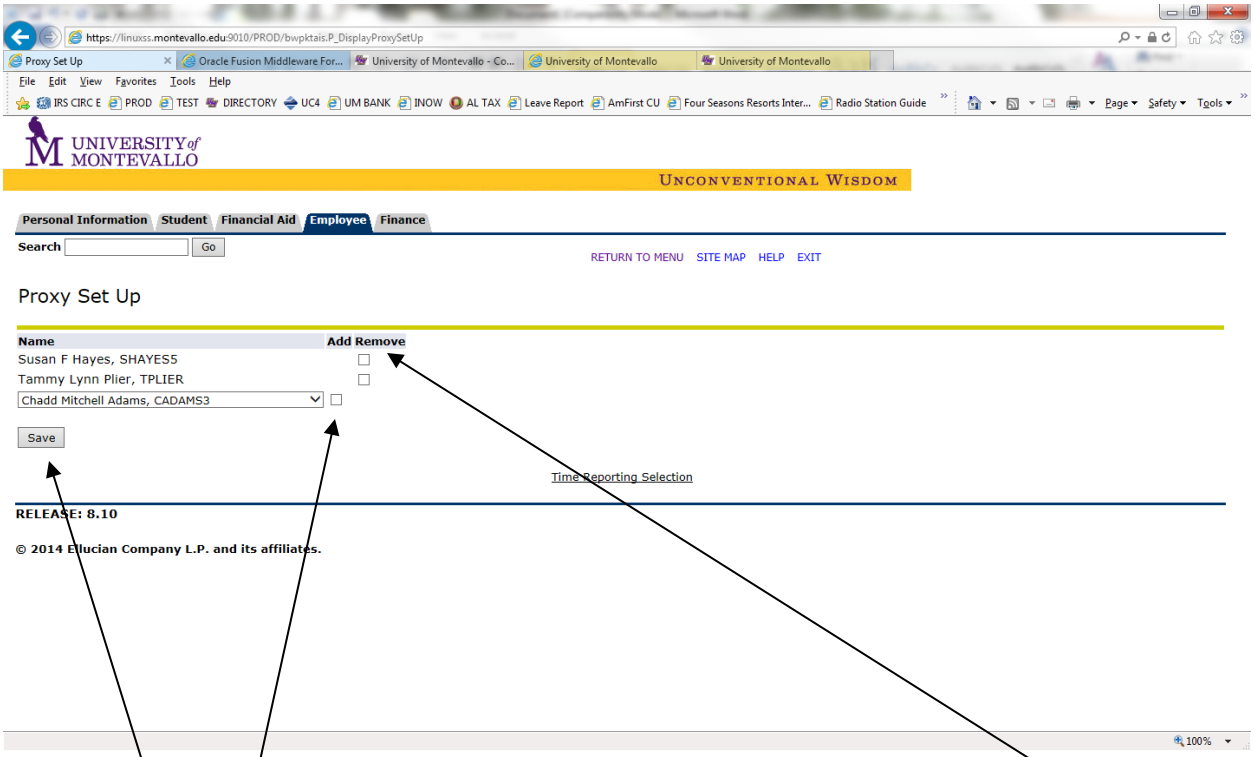
How to Setup a Proxy for Time/Leave Report Approvals

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





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.