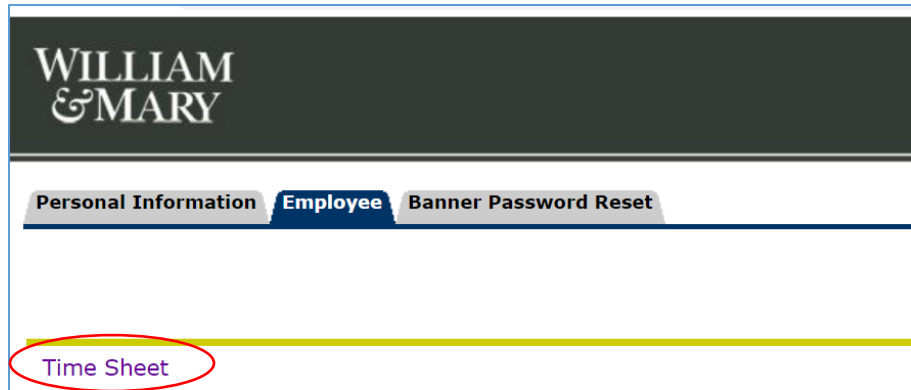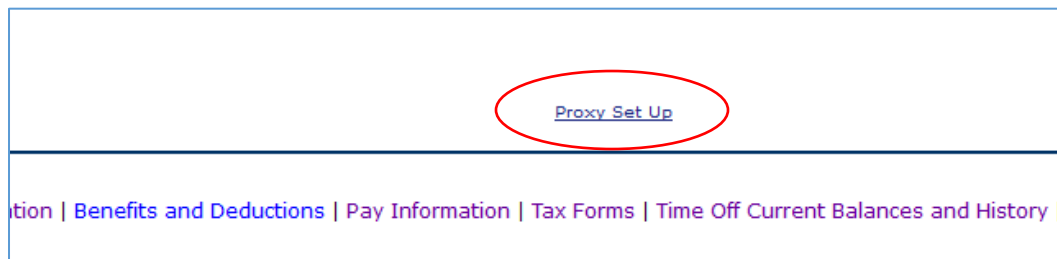# PROXY SET UP FOR TIMESHEET APPROVERS

Only the supervisor/timesheet approver can assign Proxy to another person.

1. Log into Banner Self-Service and click on the "Time Sheet" menu option under the "Employee" tab.


2. On the Time Sheet/Leave Request/Proxy screen, click on "Proxy Set Up."

3. On the next screen, you should be able to select your proxy from the drop down list. Names are alphabetical by last name, but are listed as first name, last name. If your proxy's name does not appear, contact Human Resources by emailing AskHR@wm.edu.

   Click the checkbox under "Add" to add your proxy, and click "Save" before exiting.
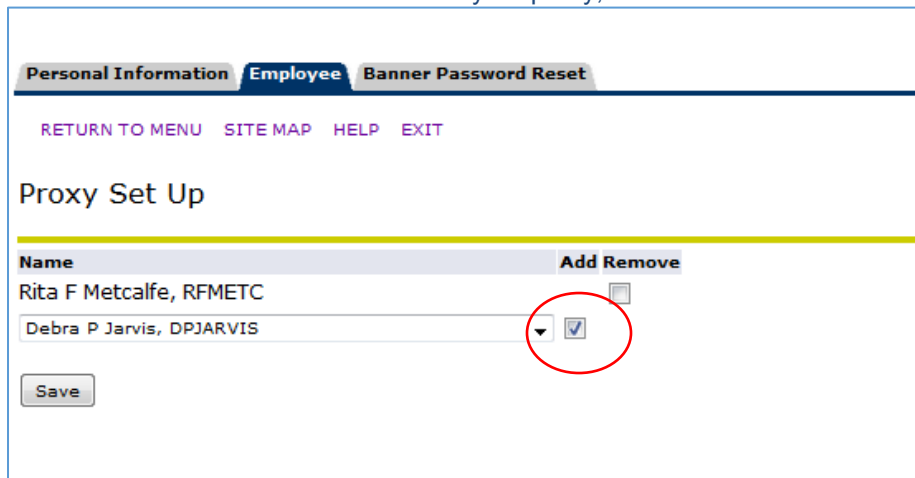
4. To Remove a Proxy, click the check box under "Remove" and click save.