

# Assigning A Proxy For Time Approvals

Library and Information Services

Revised February 4, 2008

## Assigning a Proxy for Time Approvals

Time Entry Approvers can assign another employee as a proxy to approve time sheets in their absence. Proxies *must* be configured with appropriate security parameters set. There are two options available for requesting and setting up proxy(s).

### Option 1

Time Entry Approver should contact the appropriate department email or extension with the information listed below:

1. Employee(s) being assigned as proxy.
2. Employee(s) for which proxy should have approval authority.

For Staff approval, please contact Human Resources at [hr@middlebury.edu](mailto:hr@middlebury.edu) or ext. 5156.

For Student approval, please contact Student Employment at [seo@middlebury.edu](mailto:seo@middlebury.edu) or ext. 5377.

Please allow a minimum of 24 hours (excluding weekends) for your request to be processed.

### Option 2

1. Contact Human Resources providing them with the name(s) of your proxy or proxies, and the employee(s) for which they should have approval authority. Allow the time they request for configuration of security parameters.

2. To log into Banner, type **go/inb** in the **Address** field of your browser and press 

3. Click the link for the **Production** database. The **Logon** dialog box opens.

4. Complete the **Logon** dialog box as follows:

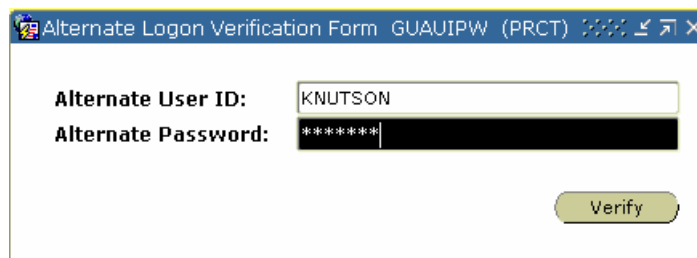
- a. In the **Username** field, type your username.

- b. In the **Password** field, type your password.

- c. Click .

5. In the **Go To** field of GUAGMNU, type **NTRPROX** and press . The **Electronic Approval Proxy Rules NTRPROX** form opens.

6. From the **Options** menu, select **Time Entry Proxy**. The **Alternate Logon Verification Form** opens.










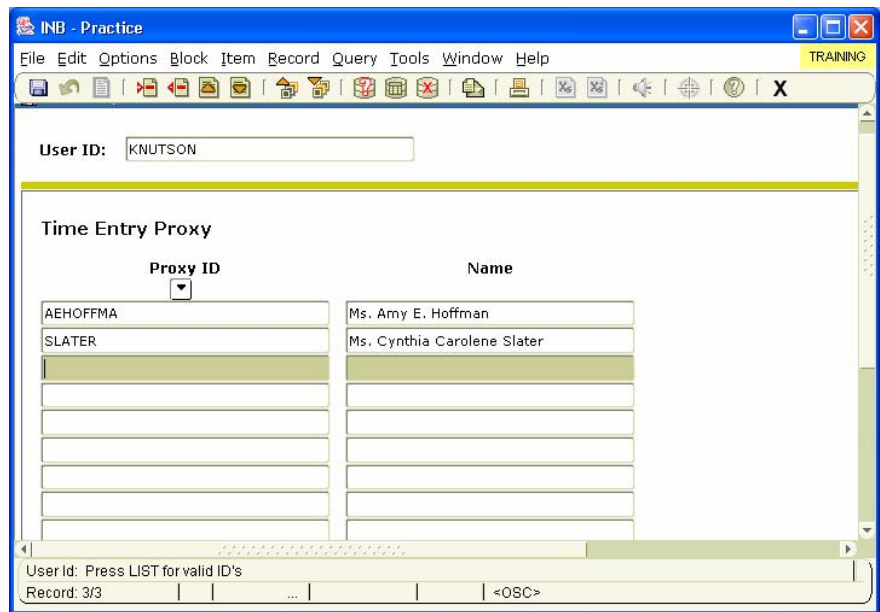
Alternate Logon Verification Form GUAUIPW (PRCT)

Alternate User ID:

Alternate Password:

Verify

7. Your username should appear in the **Alternate User ID** field. In the **Alternate Password** field, type your Banner password.
8. Click . The **Time Entry Proxies** form opens.
9. Enter the **Proxy ID** of the person you want to designate as a proxy in one of the two following ways:
  - a. Enter their username:
    - a. In the **Proxy ID** field, type the username of the person you want to be a proxy.
    - b. Press . The full name of the person populates the **Name** field.
  - b. Search for the Proxy ID.
    - a. Click  to locate the **Proxy ID**.
    - b. Use the scroll bar to view the list of available proxies.
    - c. Double-click your selection to populate the Proxy ID and Name fields.
10. Press  if additional proxies are desired and repeat the procedure above.
11. If you make a mistake and want to remove a Proxy ID:
  - a. Select the Proxy ID to be deleted.
  - b. Click  (Remove Record).
12. When you are finished, click  (Save).
13. Click  (Exit).



Finished Proxy List