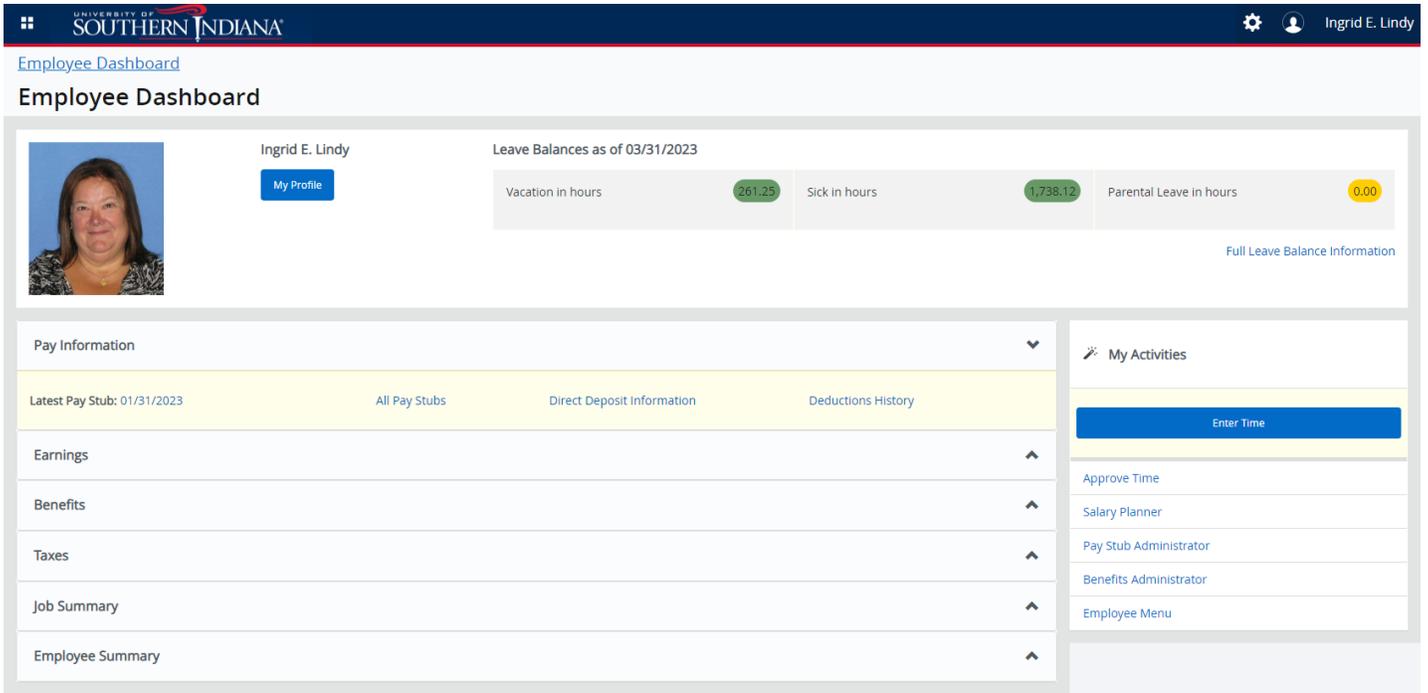


WTE

Instructions for Proxies

Navigate to myUSI.

Enter your normal MyUSI login credentials – Username and Password. Click on the  icon under Eagle Apps. Click on the Employee (New!) tab. You will land on the Employee Dashboard:



Employee Dashboard

Leave Balances as of 03/31/2023

Vacation in hours	261.23	Sick in hours	1,738.12	Parental Leave in hours	0.00
-------------------	--------	---------------	----------	-------------------------	------

Full Leave Balance Information

Pay Information

Latest Pay Stub: 01/31/2023 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Approve Time

Salary Planner

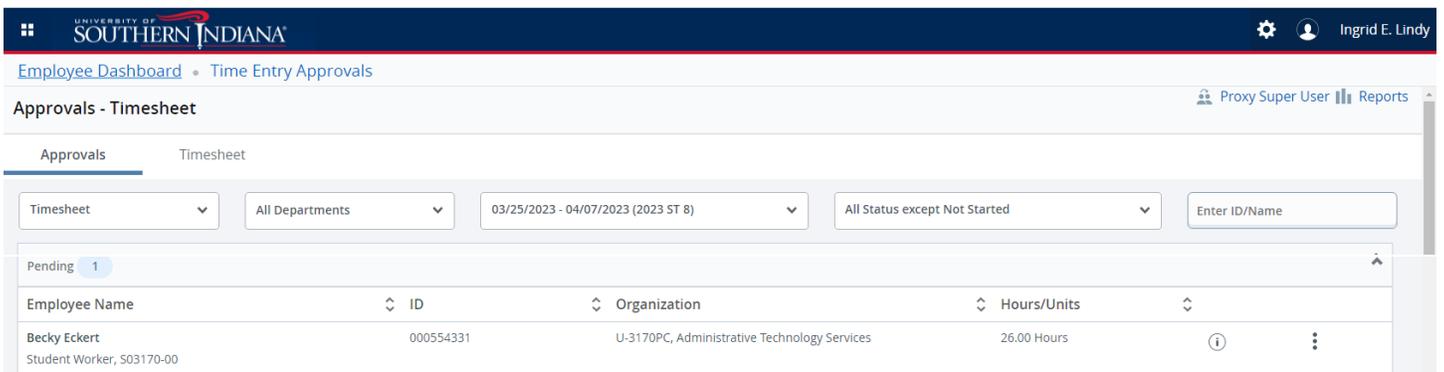
Pay Stub Administrator

Benefits Administrator

Employee Menu

Click on Approve time under My Activities

Click on the Approvals Tab.



Employee Dashboard » Time Entry Approvals

Proxy Super User | Reports

Approvals - Timesheet

Approvals Timesheet

Timesheet All Departments 03/25/2023 - 04/07/2023 (2023 ST 8) All Status except Not Started Enter ID/Name

Pending 1

Employee Name	ID	Organization	Hours/Units
Becky Eckert Student Worker, 503170-00	000554331	U-3170PC, Administrative Technology Services	26.00 Hours

To setup a proxy to approve time for your student workers if you are unavailable, please click

 Proxy Super User

This will take you to a screen that looks like this:

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

- Act as Time Entry Approvals Superuser
- Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Ingrid E. Lindy, Human Resources

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

- Becky Eckert, Human Resources

Navigate to Time & Leave Approvals application

In the middle of the screen on the left side, click on the Add a new proxy button. A search box will appear. Type in the name of the person you would like to give proxy authorization to. As you type, names matching what you are typing will appear in a drop down box. When you see the name of the person you want to select, click on the name.

The screenshot shows the 'Add a new proxy' button clicked, which has opened a search box titled 'Select Employee to add as Proxy'. The search box contains the text 'sarah'. A dropdown menu is visible below the search box, listing several employees: Sarah C. Bengert, College of Liberal Arts; Sarah E. Cason, Development; Sarah E. Seng, Risk Management; Sarah E. Stevens, Honors Program; and Sarah K. Will, Human Resources. The 'Sarah C. Bengert, College of Liberal Arts' option is highlighted in blue. The rest of the interface, including the 'Delete proxies' button and the 'Existing Proxies' list, remains the same as in the previous screenshot.

Once you click on the name, the person will appear in a list of your eligible proxies.

The screenshot shows the search dropdown closed. The 'Add a new proxy' button is now disabled. The 'Existing Proxies' list now contains two entries: Becky Eckert, Human Resources and Sarah K. Will, Human Resources. The rest of the interface is the same as in the previous screenshots.

To remove a proxy, simply click the box in front of the name and click on delete proxies in the lower right side of the screen.

If the name of the person you want to give proxy authorization to does not appear, please email ilindy@usi.edu and usi.payroll@usi.edu and they will assist you.

To act as a proxy:

The screenshot shows a web browser window with the URL `banproxy.usi.edu/EmployeeSelfService/ssb/proxy?moduleCode=TE#/proxy`. The page title is "Employee Dashboard" and the user is logged in as "Ingrid E. Lindy". The breadcrumb navigation shows "Employee Dashboard" > "Proxy or Super User". A notification at the top right states "You are acting as a Superuser for Time Entry Approvals".

The main content area is titled "Proxy or Superuser" and contains the following sections:

- Application Selection:** A dropdown menu is set to "Time & Leave Approvals".
- Act as a Superuser:** Two radio buttons are present: "Act as Time Entry Approvals Superuser" (which is selected) and "Act as Leave Report Approvals Superuser".
- Act as a Proxy for:** A dropdown menu is open, showing "Self - Ingrid E. Lindy, Human Resources" as the selected option. Below it, a list of "Existing Proxies" includes "Becky Eckert, Human Resources".
- Buttons:** "Add a new proxy" (blue), "Delete proxies" (grey), and "Navigate to Time & Leave Approvals application" (blue).
- Employee Name - [Home Organization]:** A list of checkboxes with names: "Becky Eckert, Human Resources" and "Sarah K. Will, Human Resources".

In the middle of the screen on the left side, click on the dropdown for 'Act as a Proxy for' and a list of those for whom you are a proxy. Select the appropriate person. Click the button at the bottom right of the screen  you will now see all the students for that proxy situation.

Please note. If you are a proxy for multiple approvers, you will need to repeat these instructions for each approvers that you want to use your proxy authorization.

If you have questions or have difficulties with setting up or acting as a proxy, please email ilindy@usi.edu and usi.payroll@usi.edu and they will assist you.

This will display a preview of their timesheet. Review the workdays and the time in/out information. If it is correct, you can scroll to the bottom and click the approve button.

If you think corrections are needed, you can type a comment in the appropriate box and click the Return for Correction button. This will return the timesheet to the employee to review your comments and correct as needed.

