

Timesheet Approver: How to Set up a Proxy

Proxy Information:

Every timesheet approver should set up at least one proxy in the event they are not available to approve timesheets by a timesheet deadline.

The proxy will need the approver's login (not password) in order to access the timesheets as a proxy.

The proxy will login as the approver's proxy and have the same permissions to review, change and approve timesheets as the approver. The HR system records who actually creates, submits and approves timesheets. When a proxy does any of these functions, the transactions are linked to the proxy's name.

Only a timesheet approver can create their own proxy; one or several proxies can be assigned.

A proxy will remain until the approver removes it

Timesheet Approver: Create or Add a Proxy:

Logon to Banner

Enter 'NTRPROX' in the 'Go' box and enter

Click on 'Options' at top of screen

Select 'Time Entry Proxy Information'

In the 'Proxy ID' section, enter in the proxy's Banner login name

Tab- the proxy's full name will appear in the Name box if entered correctly.

F10 to save

Timesheet Approver: Delete a proxy:

Enter NTRPROX form

Place cursor on desired proxy name to remove

Click on 'Record' at top of screen

Select 'Remove'

F10 to save