UTICA
UNIVERSITY

Procedure for Setting a Proxy

If your selected proxy has never been approved in Bannerweb before, please contact HR x3063 to request that they be given access.

Please note that you will NOT be able to assign a proxy until at least one of your employees has opened a Bannerweb record for the current period.

Go to the Utica University Homepage - http://www.utica.edu

Click on "Banner Web" in the browser bar

Click on "Enter Secure Area"

Log into Banner Web using your username and password

Click on "Employee"

Click on "Timesheet" or "Leave Report"

In the **middle** of this page- at the **very bottom** –click on "Proxy Set Up"

Choose your proxy from the drop down box-names are in alphabetical sequence

Check the "add" box next to the drop down box

Hit **save** - you're finished!

*Every Supervisor should select a person (with their permission) to act as a proxy in their absence and approve time sheets or leave reports. Proxies will **not** receive the e-mail reminder to approve that supervisors now get. If you know you will be unable to approve time cards you must communicate this to your proxy. We can provide your proxy with "Approver Instructions" if you contact us, as they will need to understand how to use the system.*

Should you encounter any difficulties with this process, please contact HR x3063.