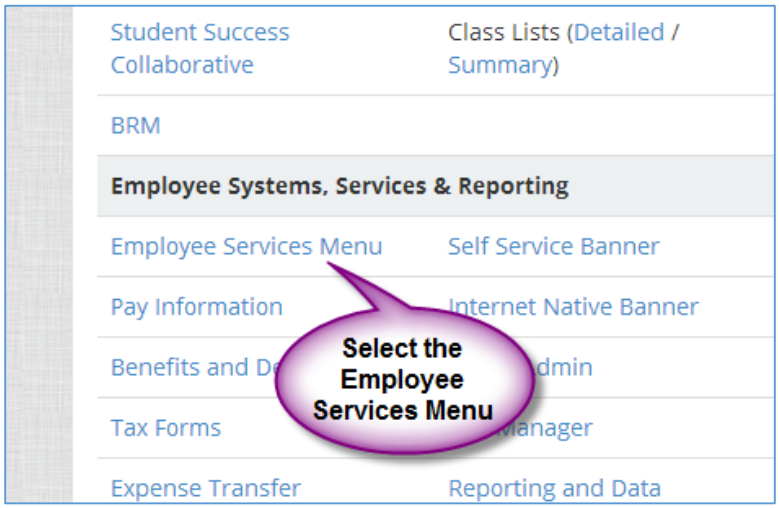
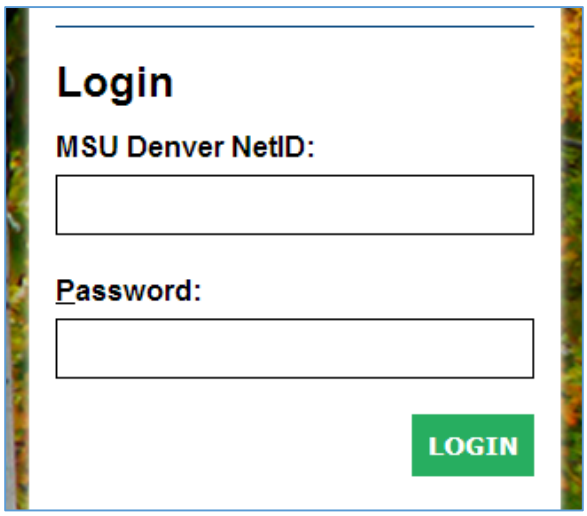
Directions for Setting up a Proxy in Webtime Entry

1. Go To the Faculty Staff Hub

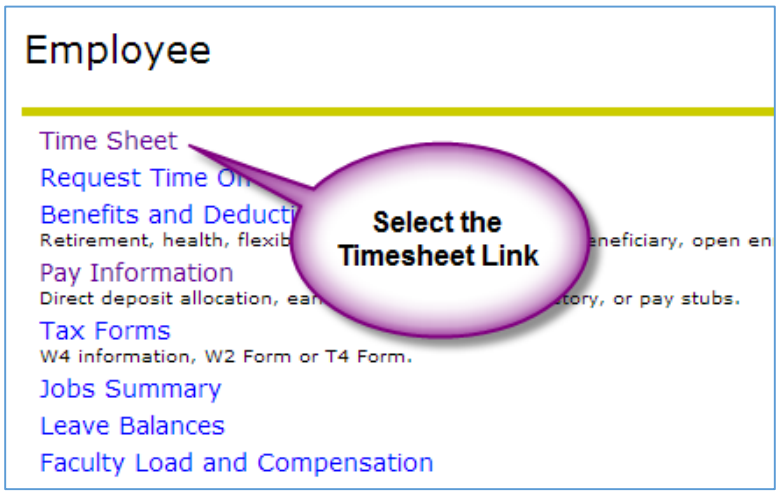
2. Go To the Employee Services Menu



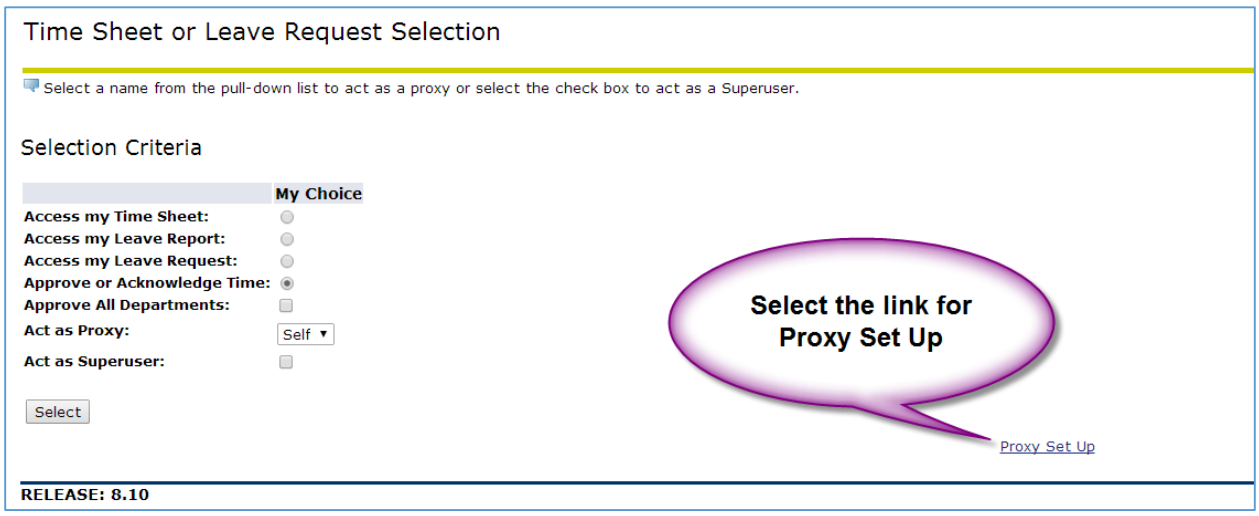
3. Login to system



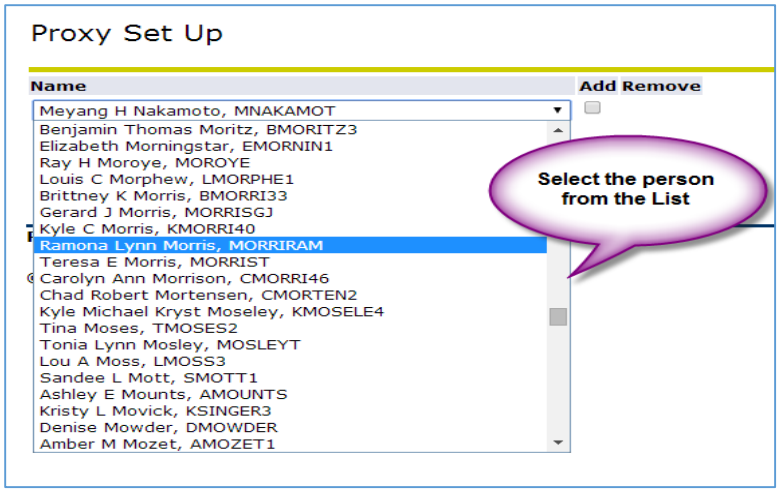
4. Select the Timesheet Link



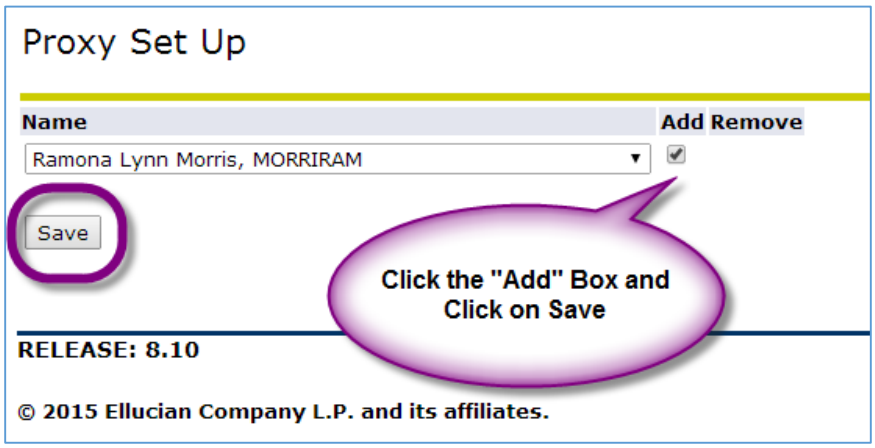
5. From the Timesheet or Leave Request Selection screen please select the Proxy Set Up Link. (middle of the screen right above the bottom line across the page)



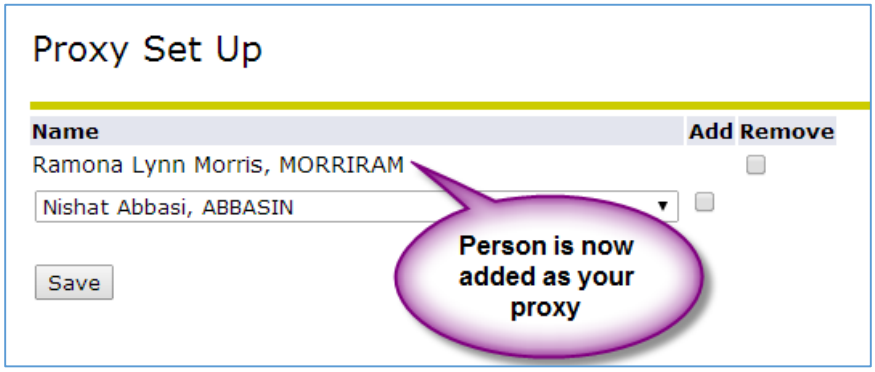
6. From the List please select the person that you are wanting to add as your Proxy. NOTE: Students and Temporary Hourly employees should not be a proxy.



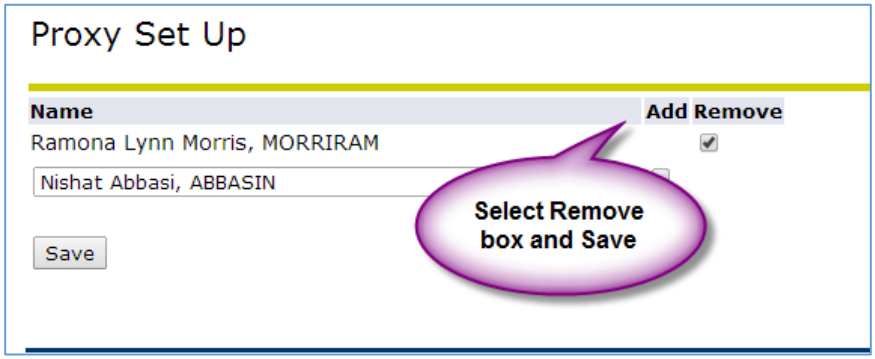
7. Click the “Add” box next to the person’s name and Save.



8. This person is now set up and will now show above the drop down box.



9. To remove someone as your proxy – Select the Remove box and Save.



10. The Time Reporting Selection link will return you to the main screen.