Procedure for Setting a Proxy

Go to the Utica College Homepage- www.utica.edu

Click on "**Banner Web**" in the browser bar

Click on "**enter secure area**"

Log into Banner Web using your **user name** and **password**

Click on "**Employee**"

Click on "**Timesheet**"

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- your finished!

Every Supervisor should select a person (with their permission) to act as a proxy in their absence and approve time sheets. Proxy's 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.