

## Proxy

Proxies should be set up for the time entry and approval processes. The person(s) being designated as the proxy must first attend Banner training. Setting up proxies allows others to act on your behalf to process department time entry. Proxies that are set up after the payroll process has been started (PHATIME status other than Not Started), will take effect the next pay period.

The assignment of proxies must be approved by the fiscal officer for each account; the Time Approval Proxy Form will be available soon for this purpose. Proxies established during the conversion to Banner (prior to the establishment of a formal proxy approval form), will also be confirmed by fiscal officers; a separate form is being developed for this purpose.

## Time Entry Proxy

- Key in **NTRPROX** in the **Object Search** field on the Banner Main Menu.
  - Press **Enter**.
- Click **Options** (Menu Bar), **Time Entry Proxy**.
- Key in e-id (user name) of person to be set up as proxy.
  - If more than one person is to be set up as a proxy, move cursor to next available blank line and repeat process until e-ids of all proxies have been listed.
- Click (Save).
- Click (Exit) to close form and return to **Banner Main Menu**.

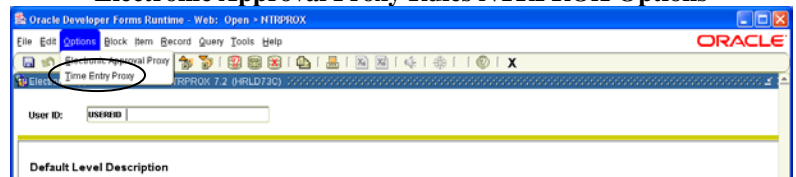
**NOTE:** All listed proxies should be a proxy for each other.

User	USEREID	2USEREID	3USEREID
Proxies	2USEREID	USEREID	USEREID
	3USEREID	3USEREID	2USEREID

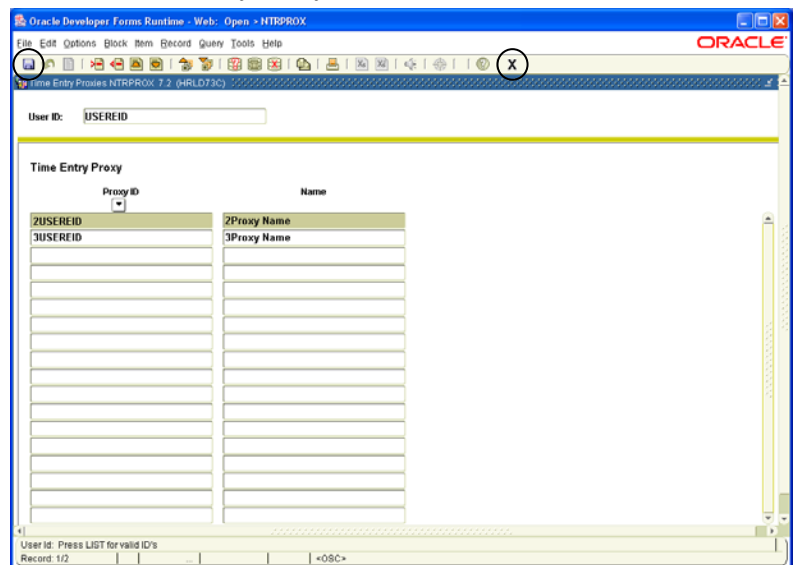
**Banner Main Menu**



**Electronic Approval Proxy Rules NTRPROX Options**








**Time Entry Proxy Information Block NTRPROX**

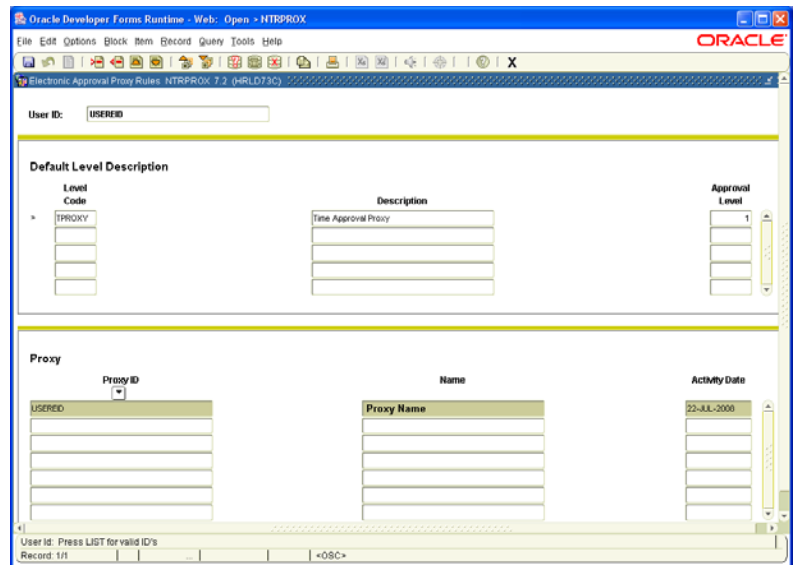


## Time Approver Proxy

*Note: Only the primary approver may set up proxies.*

- Key in **NTRPROX** in the **Object Search** field on the Banner Main Menu.
  - Press **Enter**.
- Click  (Next Block) to move to Default Level Description information block.
  - Level Code should show TPROXY.
  - If blank:
    - Time Approval proxies cannot be established until the fiscal officer completes and forwards the Time Approval Proxy Form to Payroll.
    - Click  (Exit) to close form.
- Click  (Next Block) to move to Proxy information block.
- **Proxy ID** – Key in e-id (user name) of person to be set up as proxy.
  - If more than one person is to be set up as a proxy, move cursor to next available blank line and repeat process until e-ids of all proxies have been listed.
- Click  (Save).
- Click  (Exit) to close form and return to **Banner Main Menu**.

## Proxy Information Block NTRPROX



Level Code	Description	Approval Level
TPROXY	Time Approval Proxy	1

Proxy ID	Name	Activity Date
USERID	Proxy Name	22-JUL-2008