

Managing Proxies - Department Originator/Approver

The Electronic Approval Proxy Rules Form (NTRPROX) is used to establish Proxies for Department Originators. A proxy is a person that you wish to designate to act on your behalf with regards to time entry. Prior to establishing Proxies, the Proxies' security access must be confirmed (HR must set this up). Once security access is established, the process for creating Proxies is simple.

Adding a Proxy

- In the Welcome box, type NTRPROX
- Your User ID will be displayed, click the Go button
- Click on the "Other Modules" tab
- In the "Proxy ID" type in your proxy's user ID
- Click the "Save" button bottom right hand corner
- In the "Proxy Modules" block, in the Modules box, type in TIME (Note: the modules description will be Time Entry this is correct, even though it's leave entry)

Removing a Proxy

- In the Welcome box, type NTRPROX
- Your User ID will be displayed, click the Go button
- Click on the "Other Modules" tab
- In the Modules block, click on TIME
- Click on the delete button found in the right hand corner of the Modules block
- Save
- In the Proxy block, click on the proxy's ID
- Click on the delete button found in the right hand corner of the Proxy block

NOTE: When removing a proxy, you have delete the Modules block first and then the Proxy block

Acting as Proxy

You can act on behalf of a fellow employee when entering (PHATIME) or approving (PHADSUM) time if they have designated you as their proxy. If you are designated as a proxy and you need to act on behalf of one of your coworkers, you only need to enter the Banner login ID for the person you are acting on behalf of in the "Proxy For" box and then follow the same steps as if you were doing the action yourself.

The screenshot displays the PHATIME 9.2.1 web application interface. At the top, the user is logged in as Ms Malia Alfonso Demny. The main header shows the application title "Electronic Approvals of Time Entry PHATIME 9.2.1 (banesmx)" and navigation options: ADD, RETRIEVE, RELATED, and TOOLS. The form contains several fields: "User ID:" (redacted), "Superuser:" (checkbox), "Time Entry Method:" (dropdown menu set to "Department"), "Organization:" (dropdown menu), "Year:" (text box with "2018"), "Payroll Number:" (text box), "Proxy For:" (dropdown menu with "Mr Jolene Bady" selected), "Entry by:" (dropdown menu set to "Time Sheet"), "COA:" (dropdown menu set to "M"), "Transaction Status:" (dropdown menu set to "Not Started"), and "Payroll ID:" (text box). A blue arrow points from the "User ID" field to the "Proxy For" field. A "Go" button is located at the bottom right of the form. A footer message reads: "Get Started: Fill out the fields above and press Go."