

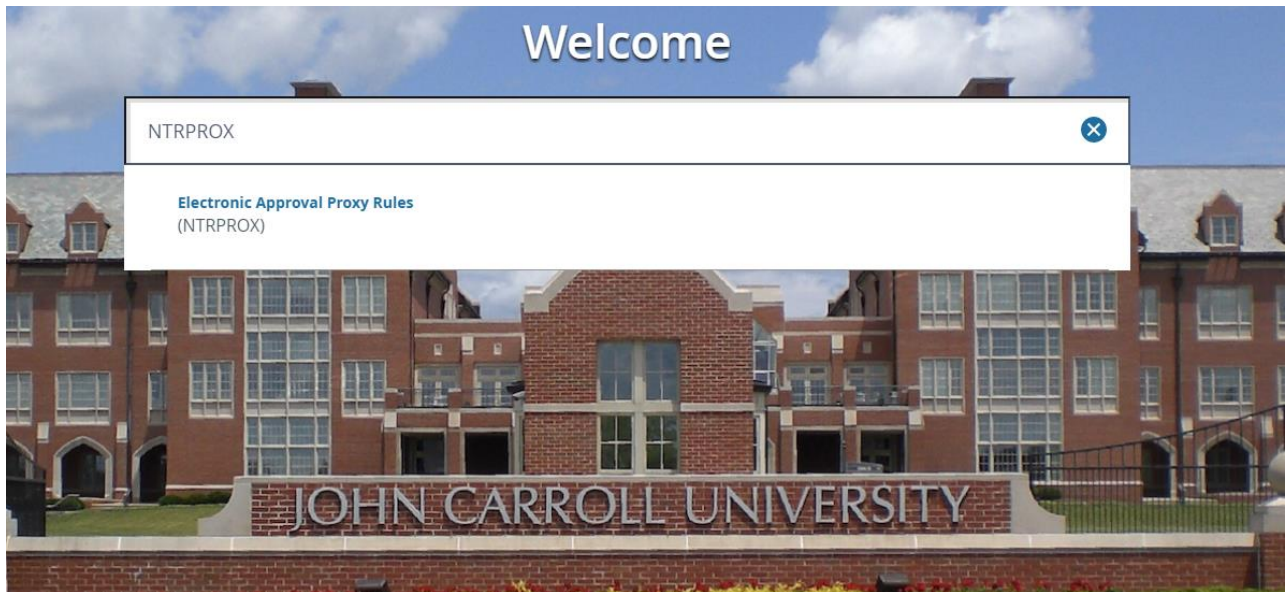
## Assigning a Proxy for Student Time Entry Approval

If you are the primary person (supervisor) responsible for approving student time entry you should have an additional person within your department or another department to act as backup. You must add that person as your proxy.

- 1) Contact Payroll to set them up in the system
- 2) Use the form NTRPROX in banner to assign your proxy.

You will not need to repeat the above steps unless you need to add another person. You can have more than one proxy assigned.

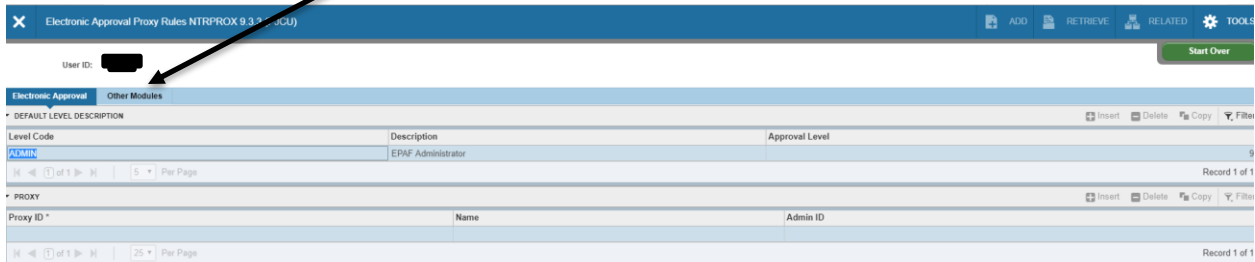
Please remember to remove anyone that is currently your proxy but not be needed any more. Use the steps below.



Click on ENTER



Click on OTHER MODULES



Type the first initial and last name (username) of the proxy person in the PROX ID field and then hit TAB. The name of the proxy should default.



Click on Next Block (↓) and then type in the word TIME in the MODULES field. Hit SAVE.

The screenshot shows a web application interface for managing proxy rules. At the top, there is a header with the title "Electronic Approval Proxy Rules NTRPROX 9.3.3 (P.JCU)" and navigation buttons for "ADD", "RETRIEVE", "RELOAD", and "TOOLS". Below the header, there is a "User ID:" field with a redacted value and a "Start Over" button. The main content area is divided into two sections: "PROXY" and "PROXY MODULES".

The "PROXY" section contains a table with the following data:

Proxy ID *	Description	Admin ID
[REDACTED]	Tammy L. Wilz	

The "PROXY MODULES" section contains a table with the following data:

Modules	Modules Description
TIME	

At the bottom of the interface, there is a footer with "EDIT", "Record: 1/1", "NTRPRXM NTRPROX\_PROX\_CODE [1]", and a "SAVE" button. The "ellucian" logo is also present in the bottom right corner.