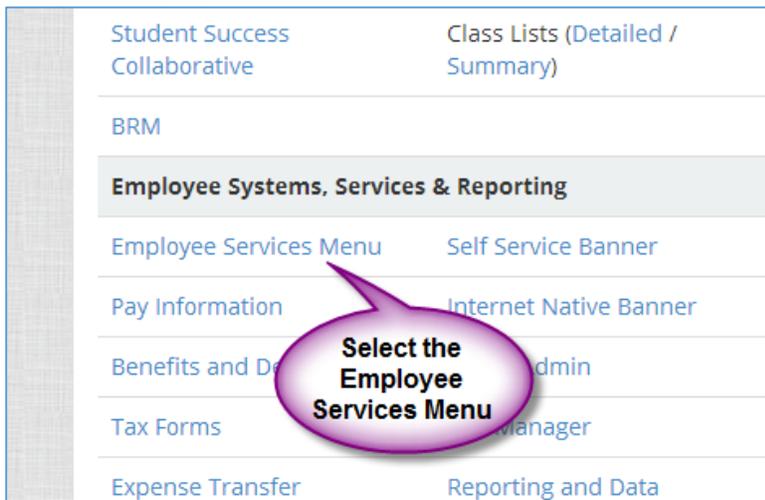


Directions for Setting up a Proxy in Webtime Entry

1. Go To the Faculty Staff Hub



2. Go To the Employee Services Menu

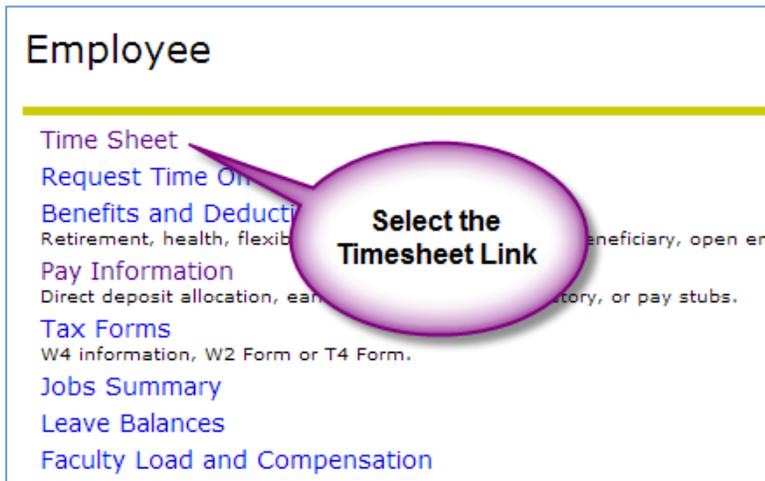


3. Login to system

The screenshot shows a login page with the following elements: a title 'Login', a label 'MSU Denver NetID:' followed by a text input field, a label 'Password:' followed by a text input field, and a green button labeled 'LOGIN' at the bottom right.

Directions for Setting up a Proxy in Webtime Entry

4. Select the Timesheet Link

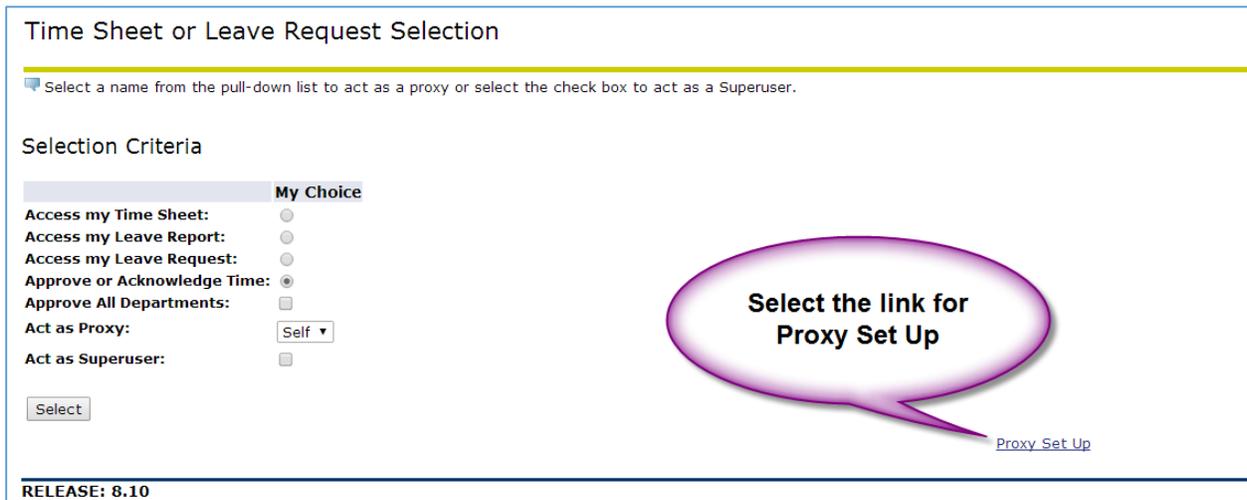


Employee

- Time Sheet
- Request Time Off
- Benefits and Deductions
- Retirement, health, flexible spending, dependent beneficiary, open enrollment
- Pay Information
- Direct deposit allocation, earnings history, or pay stubs.
- Tax Forms
- W4 information, W2 Form or T4 Form.
- Jobs Summary
- Leave Balances
- Faculty Load and Compensation

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)



Time Sheet or Leave Request Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

My Choice

- Access my Time Sheet:
- Access my Leave Report:
- Access my Leave Request:
- Approve or Acknowledge Time:
- Approve All Departments:
- Act as Proxy: Self
- Act as Superuser:

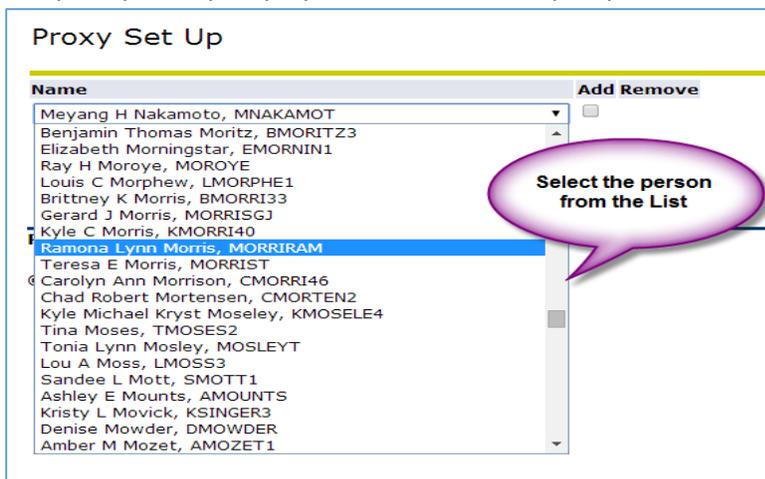
Select

Select the link for Proxy Set Up

[Proxy Set Up](#)

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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.



Proxy Set Up

Name	Add Remove
Meyang H Nakamoto, MNAKAMOT	<input type="checkbox"/>
Benjamin Thomas Moritz, BMORITZ3	<input type="checkbox"/>
Elizabeth Morningstar, EMORIN1	<input type="checkbox"/>
Ray H Moroye, MOROYE	<input type="checkbox"/>
Louis C Morphew, LMORPHE1	<input type="checkbox"/>
Brittney K Morris, BMORRI33	<input type="checkbox"/>
Gerard J Morris, MORRISGJ	<input type="checkbox"/>
Kyle C Morris, KMORRI40	<input type="checkbox"/>
Ramona Lynn Morris, MORRIRAM	<input type="checkbox"/>
Teresa E Morris, MORRIST	<input type="checkbox"/>
Carolyn Ann Morrison, CMORRI46	<input type="checkbox"/>
Chad Robert Mortensen, CMORTEN2	<input type="checkbox"/>
Kyle Michael Kryst Moseley, KMOSELE4	<input type="checkbox"/>
Tina Moses, TMOSES2	<input type="checkbox"/>
Tonia Lynn Mosley, MOSLEYT	<input type="checkbox"/>
Lou A Moss, LMOSS3	<input type="checkbox"/>
Sandee L Mott, SMOTT1	<input type="checkbox"/>
Ashley E MOUNTS, AMOUNTS	<input type="checkbox"/>
Kristy L Movick, KSINGER3	<input type="checkbox"/>
Denise Mowder, DMOWDER	<input type="checkbox"/>
Amber M Mozet, AMOZET1	<input type="checkbox"/>

Select the person from the List

Directions for Setting up a Proxy in Webtime Entry

7. Click the "Add" box next to the person's name and Save.

The screenshot shows the 'Proxy Set Up' interface. At the top, there is a header 'Proxy Set Up'. Below it, there is a table with a header row containing 'Name' and 'Add Remove'. The first row of the table has 'Ramona Lynn Morris, MORRIRAM' in the 'Name' column and a checked checkbox in the 'Add Remove' column. A purple circle highlights the 'Save' button located below the table. A purple callout bubble points to the 'Add Remove' checkbox with the text 'Click the "Add" Box and Click on Save'. At the bottom of the interface, there is a footer that reads 'RELEASE: 8.10' and '© 2015 Ellucian Company L.P. and its affiliates.'

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

The screenshot shows the 'Proxy Set Up' interface. The table now has two rows. The first row is 'Ramona Lynn Morris, MORRIRAM' with an unchecked checkbox. The second row is 'Nishat Abbasi, ABBASIN' with an unchecked checkbox. A purple callout bubble points to the 'Nishat Abbasi, ABBASIN' entry in the dropdown menu with the text 'Person is now added as your proxy'. The 'Save' button is still visible below the table.

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

The screenshot shows the 'Proxy Set Up' interface. The table now has two rows. The first row is 'Ramona Lynn Morris, MORRIRAM' with a checked checkbox. The second row is 'Nishat Abbasi, ABBASIN' with an unchecked checkbox. A purple callout bubble points to the unchecked checkbox in the second row with the text 'Select Remove box and Save'. The 'Save' button is still visible below the table.

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

The screenshot shows the 'Proxy Set Up' interface. The table now has one row: 'Ramona Lynn Morris, MORRIRAM' with a checked checkbox. A purple callout bubble points to a link labeled 'Time Reporting Selection' located at the bottom right of the interface. The 'Save' button is still visible below the table.