

### **Web Time Entry – Instructions for Supervisors to Set Up a Proxy**

By setting up a proxy you are giving someone else permission to see your student employees and approve time for them. If you are sick or out of the office the proxy could approve time for you.

Before setting up a proxy:

1. Send Angie Mareck ([amareck@csbsju.edu](mailto:amareck@csbsju.edu)) the name of the person who you will set up as a proxy. She needs to get security set up for the person before you can select them as a proxy.
2. Angie will send you an email letting you know that you can set the person up as a proxy.
3. Then follow the steps below:

Instructions to access Banner Web Self Service:

1. Go to CSB/SJU homepage: <http://www.csbsju.edu>
2. Choose A-Z index
3. Choose B – Banner Web Self Service
4. Enter secure area
5. Enter Banner ID
6. Enter password

To set up a proxy:

1. Access “Employee”
2. Choose “Time Sheet”
3. Choose “Proxy Set Up” at the bottom of the page.
4. Choose the name of the person who you would like to set up as a proxy from the drop down list.
5. Check the box under “Add”
6. Click “Save”