

## Self Service Banner Adding a Proxy User

This guide describes how to set up a proxy user in the selfservice interface. A proxy is an individual appointed by a supervisor to approve timesheets in their absence.

The employee selected to proxy must first complete the [Administrative Systems Access Request Form](#) with the "Approve Timesheets" box checked if they have not done so in the past. Once completed, their name will be listed as an option when you set up the proxy.

Additional notes:

- The proxy can only be assigned by the supervisor of record.
- Approvers need to notify their proxy if they are unable to approve by the deadline.

### Accessing Self Service Banner

Sign into your [OneCampus](#) and search for the Employee Dashboard tile:

Please Note: If you click the heart in the bottom right corner of the tile, it will add the tile to your favorites and appear when you sign into OneCampus.

### Setting Up a Proxy

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