



# PROXY SETUP

## Step 1- Select “Proxy Set Up” Option

The screenshot shows the 'Time Reporting Selection' page. At the top left is the University of Detroit Mercy logo and the tagline 'We want great things for you.' Below this is a navigation bar with 'Personal Information' and 'Employee' tabs. A search bar with a 'Go' button is on the left, and 'SITE MAP HELP EXIT' links are on the right. The main heading is 'Time Reporting Selection'. Below it is a blue arrow pointing left with the text 'Start Here' inside it, which points to the 'Proxy Set Up' link. The 'Selection Criteria' section includes: 'Access my Time Sheet:' with a radio button; 'Access my Leave Report:' with a radio button; 'Access my Leave Request:' with a radio button; 'Approve or Acknowledge Time:' with a radio button; 'Act as Proxy:' with a dropdown menu set to 'Self'; and 'Act as Superuser:' with a checkbox. A 'Select' button is at the bottom left.

## Step 2- Use Drop Down Menu to Select Proxy

The screenshot shows the 'Proxy Set Up' page. At the top left is the University of Detroit Mercy logo and the tagline 'We want great things for you.' Below this is a navigation bar with 'Personal Information' and 'Employee' tabs. A search bar with a 'Go' button is on the left, and 'RETURN TO MENU SITE MAP HELP EXIT' links are on the right. The main heading is 'Proxy Set Up'. Below it is a blue arrow pointing left with the text 'Use Drop Down to Select Proxy' inside it, which points to the dropdown menu. The dropdown menu is labeled 'Name' and contains the text 'Steven J Nelson, NELSONSJ'. To the right of the dropdown is an 'Add Remove' checkbox. A 'Save' button is at the bottom left.

### Step 3- Select “Add”

The screenshot shows the University of Detroit Mercy logo and tagline "We want great things for you." at the top. Below the logo is a navigation bar with "Personal Information" and "Employee" tabs. A search bar with a "Go" button is present. The main heading is "Proxy Set Up". A table lists a proxy for "Steven J Nelson, NELSONSJ" with a checked "Add" checkbox and an unchecked "Remove" checkbox. A blue arrow points to the "Add" checkbox with the text "Select Add". A "Save" button is at the bottom left, and "Time Reporting Selection" is at the bottom right.

Name	Add	Remove
Steven J Nelson, NELSONSJ	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Step 3- Add Multiple Proxies, if applicable

The screenshot shows the same University of Detroit Mercy header and navigation bar. The "Proxy Set Up" section contains a table with four rows of proxy information. A blue arrow points to the "Add" checkboxes with the text "Add Multiple Proxies and Save". A "Save" button is at the bottom left, and "Time Reporting Selection" is at the bottom right.

Name	Add	Remove
Karen Ann Martin, MARTINKA	<input type="checkbox"/>	<input type="checkbox"/>
Steven J Nelson, NELSONSJ	<input type="checkbox"/>	<input type="checkbox"/>
Constance E Stier, STIERCE	<input type="checkbox"/>	<input type="checkbox"/>
Netina Vanchell Anding, ANDINGNV	<input type="checkbox"/>	<input type="checkbox"/>



CAUTION: Once you “Add” a Proxy, the individual will continue to have access to your files until you “Remove” that access.

## Step 4- Proxy is now available to access records, Acting as Your Proxy

UNIVERSITY OF DETROIT MERCY We want great things for you.

Personal Information Employee

Search  Go [SITE MAP](#) [HELP](#) [EXIT](#)

### Time Reporting Selection

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

**Your Proxy will elect to Act as your proxy**

#### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Anna Marie Yelencich YELENCAM
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

**If your Banner proxy is unable to access records, an access code may need to be updated in Banner. Please contact the Human Resources and Payroll department at (313) 993-1036.**