



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, pointing to a red link labeled 'Proxy Set Up'.

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 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:

Act as Proxy:

Act as Superuser:

Select

Proxy Set Up

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, pointing to a name drop-down menu.

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Personal Information Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Proxy Set Up

Name Add Remove

Save

Time Reporting Selection

Step 3- Select “Add”

The screenshot shows the University of Detroit Mercy logo and tagline "We want great things for you." at the top left. Below it, there are tabs for "Personal Information" and "Employee". A search bar with a "Go" button is on the left, and navigation links "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The main heading is "Proxy Set Up". Below this is a table with a header row containing "Name" and "Add Remove". The first row lists "Steven J Nelson, NELSONSJ" with a dropdown arrow and a checked checkbox. A large blue arrow points to the checked checkbox with the text "Select Add". Below the table is a "Save" button and the text "Time Reporting Selection".

Step 3- Add Multiple Proxies, if applicable

The screenshot shows the same University of Detroit Mercy logo and tagline. Below it, there are tabs for "Personal Information" and "Employee". A search bar with a "Go" button is on the left, and navigation links "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The main heading is "Proxy Set Up". Below this is a table with a header row containing "Name" and "Add Remove". The first three rows list "Karen Ann Martin, MARTINKA", "Steven J Nelson, NELSONSJ", and "Constance E Stier, STIERCE", each with an unchecked checkbox. The fourth row lists "Netina Vanchell Anding, ANDINGNV" with a dropdown arrow and an unchecked checkbox. A large blue arrow points to the checkboxes with the text "Add Multiple Proxies and Save". Below the table is a "Save" button and the text "Time Reporting Selection".



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

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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.