

Time/Leave Approval Proxy Setup

Step 1: You must submit an “HR Banner Access Form” to Human Resources requesting Proxy access. The form must include a list of Org Codes that the employee needs rights to, and it needs to be signed by the responsible parties over the listed Org Codes.

Step 2: After completing “Step 1” and access rights have been granted, the Leader with Time/Leave Approval rights (Responsible Party) must grant the Proxy access. This can be done from the initial Time/Leave Approval screen (see screen shots below).

The screenshot shows a web browser window titled "Utah Valley University - UVLink". The address bar contains the URL: http://uvlink.uvu.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=https%3A%2F%2Fuvlink.uvu.edu%2Fcp%2Fip%2Flogin. The page header includes the UVLink logo and navigation links: "Back to Home Tab", "E-mail", "Calendar", "Groups", "Logout", and "Help". The main navigation menu has tabs for "Personal Information", "Student Services & Financial Aid", "Employee", "Web Tailor Administration", and "Financial Aid Advisor".

The main content area is titled "Time Sheet/Leave Request/Proxy". Below the title is a search bar and a "Go" button. A message icon indicates a notification: "Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**." Below this is the "Selection Criteria" section with the following options:

- My Choice**
- Enter my Time or Leave:
- Approve Time or Leave:
- Act as Proxy:
- Act as Superuser:

A "Select" button is located below the selection criteria. A callout box with a green border and a pointer to the "Proxy Set Up" link contains the text: "Select 'Proxy Set Up' to enter the proxy set up screen." The "Proxy Set Up" link is located below the "Select" button. At the bottom of the page, it says "RELEASE: 7.0" and the UVU logo is on the right. The browser's status bar at the bottom shows "Internet".

The screenshot shows a web browser window titled "Utah Valley University - UVLink". The address bar shows a URL starting with "http://uvlink.uvu.edu". The page header includes the UVLink logo and navigation links like "E-mail", "Calendar", "Groups", "Logout", and "Help". A menu bar contains "Personal Information", "Student Services & Financial Aid", "Employee", "Web Tailor Administration", and "Financial Aid Advisor". The "Employee" menu is selected.

The main content area is titled "Proxy Set Up" and features a search box, a "Go" button, and links for "RETURN TO MENU", "SITE MAP", and "HELP". Below this is a table with the following structure:

Name	Add	Remove
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a "Save" button and a "Time Reporting Selection" link. A "RELEASE: 7.0" notice is at the bottom left. A footer link says "Access the Proxy Set Up page".

Two callout boxes provide instructions:

- Top Callout:** To remove proxy rights check the "Remove" check box next to the employee's name and click the "Save" button.
- Bottom Callout:** Select the employee that you want to grant proxy rights to from the drop down list and check the "Add" check box. Then click on the "Save" Button.
(If the employee doesn't show in the drop down list, "Step 1" hasn't been completed from the previous page.)

Once the steps above have been completed the employee should be able to enter the Time/Leave Approval screens as proxy to the Leader.