RADFORD | Human
UNIVERSITY | Resources

Self Service Banner: Adding a Proxy User

This guide describes how to set up a proxy user in the self-service 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.
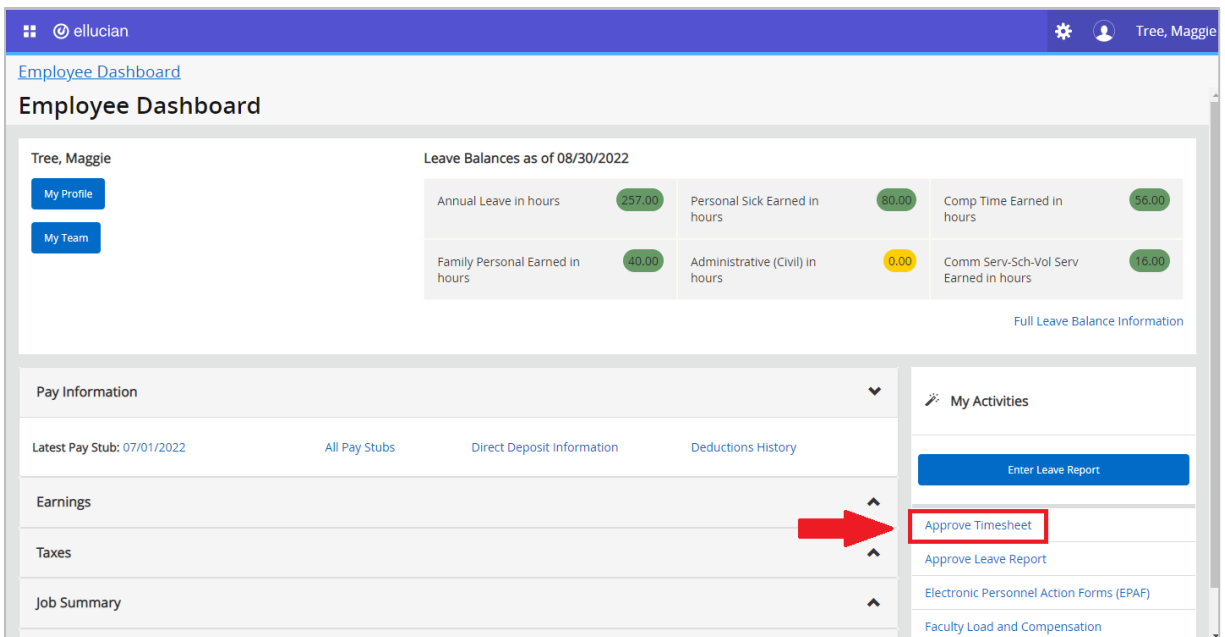
Accessing Self-Service Banner

Sign into your OneCampus and search for the *Employee Dashboard* tile:
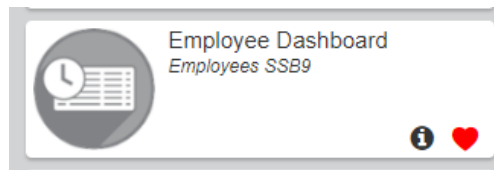
Please Note: If you click the heart in the bottom right corner of the tile, it will add the tile to your favorites and appear when you sign into OneCampus.
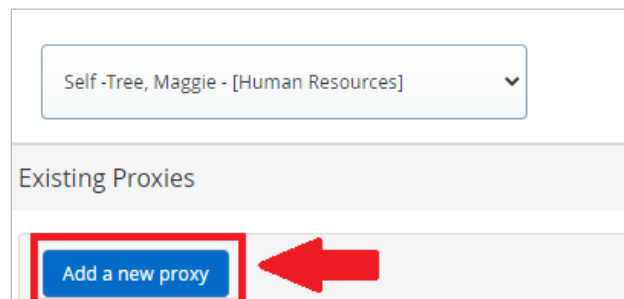
Setting Up a Proxy

From the Employee Dashboard, click on "Approve Timesheet" in the **My Activities** panel:
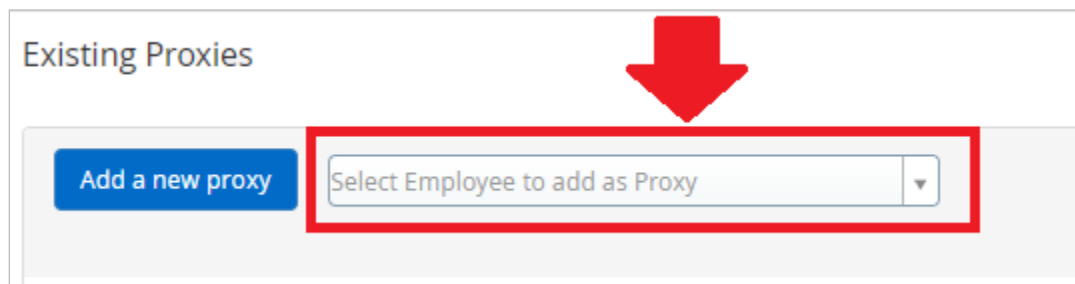
In the upper right corner, click on "Proxy Super User".
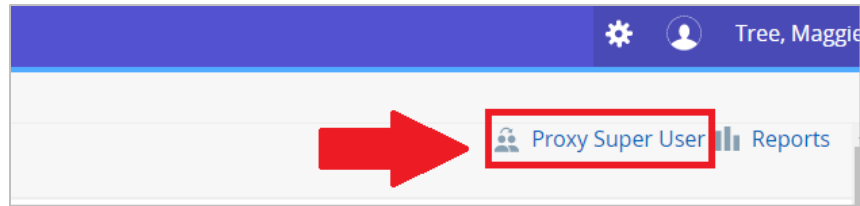
On the next screen, scroll down and click the blue "Add a new proxy" button.


Select the name of the person you want to set up as a proxy from the dropdown list.

Once a name is selected, the system saves it automatically, and that person will be able to approve time in your absence.

Please Note: *If the proxy's name does not appear in the dropdown list, make sure they have completed the required form (see above).*

You can also delete proxies from your list on this page.
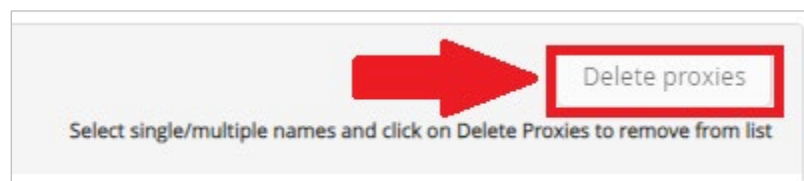
If you have any additional questions, please contact Human Resources (540) 831-5008.