

## PROXY SET-UP INSTRUCTIONS

LOG INTO YOUR SELF SERVICE ACCOUNT

SELECT - EMPLOYEE – THEN TIMESHEET (for Student Payroll Proxy Set-Up)

OR SELECT LEAVE REPORT (for Administrative, Professional, and Faculty Leave Reporting Proxy Set-Up)

**AP Austin Peay State University** WEB SELF SERVICE

Personal Information **Employee** Finance Information Technology Requests

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### Employee

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- [Time Sheet](#)
- [Leave Report](#)
- [Benefits and Deductions](#)  
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
- [Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)  
W4 information, W2 Form or T4 Form.
- [Jobs Summary](#)
- [Leave Balances](#)
- [Campus Directory](#)
- [BOSSCARS](#)  
Parking permits, outstanding citations and citation history.

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Locate the Proxy Set-Up hyperlink, on the Time Reporting Selection Screen. Click on this hyperlink.

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Personal Information Student Faculty Services **Employee** Finance

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## Time Reporting Selection

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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:	<input type="text" value="Self"/> <input type="button" value="v"/>
Act as Superuser:	<input type="checkbox"/>

  
[Proxy Set Up](#)

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## PROXY SET-UP SCREEN

**Austin Peay**  
State University

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### Proxy Set Up

Name	Add Remove
Rasheda Michelle Green Abdullah, ABDULLAHR	<input type="checkbox"/>

[Time Reporting Selection](#)

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At the drop-down box above, you will be able to choose from the list the proxies that you have requested Payroll to set-up. Choose one person's name at a time, check the add box and click the SAVE button to save them to your list. Continue to do this until you have created your list of proxies. Be sure to keep your list updated and always alert payroll of any changes and complete the appropriate forms for any new personnel that have replaced someone on the list.

Note: When you set someone up on the web as a proxy, it does not grant security access to Web Time Entry. That is why you must let Payroll know when someone new has been added that you would like to be a proxy. The security access is first granted from the Banner side of the system. Call HR with any questions you might have @ extension 7177.