

PROXY SET-UP INSTRUCTIONS

LOG INTO YOUR SELF SERVICE ACCOUNT

SELECT - EMPLOYEE – THEN TIMESHEET

The screenshot displays the Austin Peay State University Web Self Service interface. At the top, the university logo and 'WEB SELF SERVICE' are visible. Below this is a navigation menu with tabs for 'Personal Information', 'Student', 'Faculty Services', 'Employee', and 'Finance'. The 'Employee' tab is highlighted with a red arrow pointing upwards. Underneath the menu is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main content area is titled 'Employee' and features a yellow horizontal line. Below this line, several menu items are listed: 'Time Sheet' (with a red arrow pointing left), 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Jobs Summary', 'Leave Balances', and 'Campus Directory'. Each item has a brief description. At the bottom left, the text 'RELEASE: 7.3.3' is present, and at the bottom right, it says 'powered by SUNGARD HIGHER EDUCA'.

Austin Peay
State University

WEB SELF SERVICE

Personal Information Student Faculty Services **Employee** Finance

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Employee

- [Time Sheet](#) ← Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
- [Benefits and Deductions](#)
- [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](#)

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

AP Austin Peay State University WEB SELF SERVICE

Personal Information Student Faculty Services **Employee** Finance

Search [SITE MAP](#) [HELP](#) [E](#)

Time Reporting Selection

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

AP Austin Peay State University WEB SELF SERVICE

Personal Information Student Faculty Services **Employee** Finance

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

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.