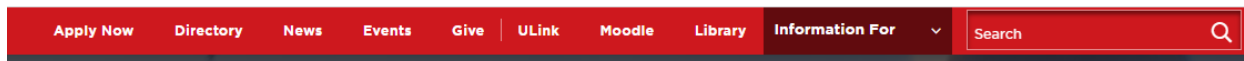


# Proxy Instructions

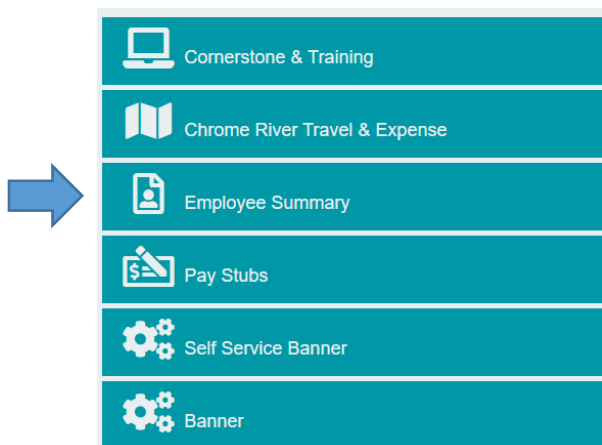
Go to the university website ([www.louisiana.edu](http://www.louisiana.edu)) and click the ULink link.



Enter username and password:

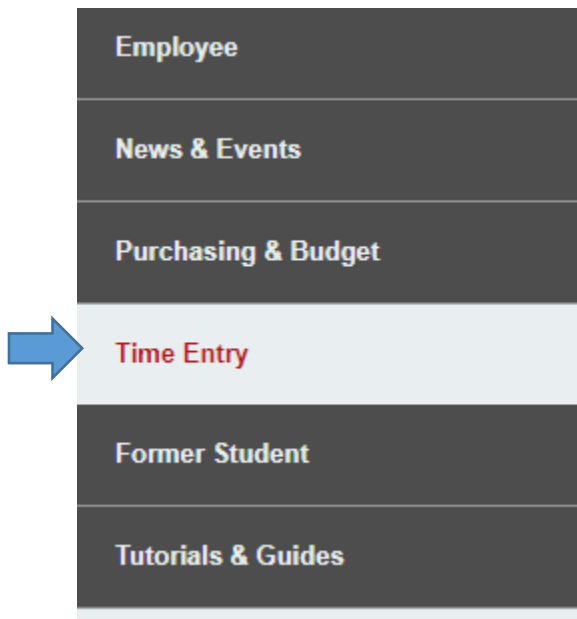
A login page with a dark red background. At the top is the University of Louisiana Lafayette logo. Below it is the text 'UNIVERSITY of LOUISIANA LAFAYETTE'. Underneath is a lock icon and the text 'Secure Login'. A paragraph of text explains that the site uses UL Lafayette credentials for access to various systems. There are two input fields: 'Username' and 'Password'. Below the fields are links for 'I forgot my password' and 'Activate my account'. At the bottom is a dark grey button labeled 'SIGN IN'.

Click employee summary in the teal section on the right



Or

Click the time entry tab on the left



Click access your timesheet in Banner

## WebAid

# WebAid Time Entry

Complete your timesheet in WebAid/Approve WebAid transactions(I.E. only)

How to access your timesheet in WebAid

# Web Time Entry in Banner



Access your timesheet in Banner

Approve time for student workers in Banner

Banner FAQs for supervisors of student workers

## Setting up a Proxy

Click approve time



Approve Time

Approve Leave Request

Approve Comp Earn Request

Click proxy super user



Proxy Super User

Click add a new proxy

Add a new proxy

A search box will appear.

Add a new proxy

Select Employee to add as Proxy

Search for the person or persons wanting to add as a proxy. The search field is set up last name, first name.

Add a new proxy

Select Employee to add as Proxy

leblanc, skyla

LeBlanc, Skyla M., Administrative Services

Employee Name - [H]

Click the name.

Note: only employees with approver access will populate. If the person wanting to add as a proxy does not have approver access, they cannot be added. They will need to request approver access.

Click navigate to time & leave approvals applications.

Navigate to Time & Leave Approvals application

## Using a proxy

Click approve time




[Approve Time](#)

[Approve Leave Request](#)

[Approve Comp Earn Request](#)

Click proxy super user

 [Proxy Super User](#)

In the section act as a proxy for, click the drop down arrow with self listed.

Act as a Proxy for

Self -Menard, Trevor J., Administrative Service ▼

Click the person the you want to act as a proxy for to view or approve transacitons.

Act as a Proxy for

Self -Menard, Trevor J. - [Administrative Serviv ▼

Self -Menard, Trevor J. - [Administrative Services]

LeBlanc, Skyla M. - [Administrative Services]

Existing Proxies

Click navigate to time & leave approvals applications.

[Navigate to Time & Leave Approvals application](#)

Follow the supervisor instructions to approve.