


## How to Assign a Proxy in Self-Service

Go to Self-Service: <https://selfservice.wittenberg.edu/>


From the home page, click the **Employee** box.



### Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Next, click the **Employee Proxy** box



### Employee Proxy


Here you can delegate certain types of work tasks to another employee.

Click **Add Proxy**

[Employment](#) · [Employee](#) · [Employee Proxy](#)

## Employee Proxy

### Active Proxies

 You have no active proxies.


[+ Add Proxy](#)

Select Proxy Type

- **Time Approval** – assign someone to approve timecards for non-exempt employees on your behalf
- **Leave Approval** – assign someone to approve leave requests on your behalf (exempt only)

Add Employee Proxy

Select Proxy Type\*

Select Proxy Type 

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Time Approval

Leave Approval

**Effective Date** automates to today's date. A future date may be entered if desired. **Revoke Date** is an option if you only want someone to be a proxy for a certain time frame. Revoke date is not required.

Effective Date\*

Revoke Date  ⓘ

Proxy access ends at 12:01 AM on this date.

### Search for Proxy

- This is the person the supervisor chooses to approve on their behalf. This proxy will have access to approve all supervisee's timecards except for their own.
- In the example below, Carol will be my proxy. She will have access to approve my supervisee's timecards.

Search for Proxy\*

🔍

Nickoson, Carol

### Click Add Proxy

Add Employee Proxy

Select Proxy Type\*  
Time Approval


Effective Date\*

Revoke Date  ⓘ

Proxy access ends at 12:01 AM on this date.

Search for Proxy\*

🔍

 Nickoson, Carol


Cancel Add Proxy

To delete an active proxy, click the red X on the right.

Employee Proxy

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Active Proxies

Employee	Proxy Access	Effective Date	Revoke Date	
 Nickoson, Carol	Time Approval	11/13/2023		ⓧ

+ Add Proxy