How to Assign a Proxy in Self-Service

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

From the home page, click the Employee box.

Next, click the Employee Proxy box

Click 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:
- 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.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Revoke Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/13/2023</td>
<td>M/dd/yyyy</td>
</tr>
</tbody>
</table>

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

- carol nickolson

Nickson, Carol

Click Add Proxy

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

Employee Proxy

<table>
<thead>
<tr>
<th>Active Proxies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Nickson, Carol</td>
</tr>
</tbody>
</table>