

## HOW TO SET UP A PROXY

A proxy is someone who can act on another person's benefit to approve or access a time sheet. If the proxy is acting on behalf of a Superuser, then the proxy also has Superuser privileges and can, therefore, change or approve all time transactions for time sheet org codes designated to the Superuser.

If you determine that you want your Administrative Coordinator to approve department time sheets you would need to grant the Coordinator with your proxy.

**NOTE: The Coordinator will still need to submit their own individual time sheet to you for approval – they may not approve their own time sheet.**

To grant a proxy:

- Log into ExpressLane
- Click on the Employee Services Menu
- Click on Time and/or Leave Entry. This will bring you to the **Time Sheet or Leave Request Selection**
- Click on Proxy Set Up at the bottom of the screen

Time Sheet or Leave Request Selection - Microsoft Internet Explorer

Address: [https://exp.lanec.edu/pls/lane/bwplktais.P\\_SelectTimeSheetRoll](https://exp.lanec.edu/pls/lane/bwplktais.P_SelectTimeSheetRoll)

Enrollment and Student Financial Services | Financial Aid | **Employee Services** | Personal Information | Financial Information | Main Menu

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### Time Sheet or Leave Request Selection

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

**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:	Self
Act as Superuser:	<input type="checkbox"/>

Select

Proxy Set Up

- Click on drop down box. This will display a complete list of names of all employees who are registered as Banner “users”.
- Click on appropriate name and click in the “Add” button box
- Click on Save
- The employee’s name should now appear above the drop down box.

