

Setting up a Proxy via Self-Service

Proxy Designation by Time Keeper or Leave Approver

Available for main time keepers/leave approver when they are unavailable to approve by the deadline.

- ◆ The main time keeper/leave approver must set up a proxy act on their behalf in advance.
- ◆ The main time keeper/leave approver can set up one or more proxies.

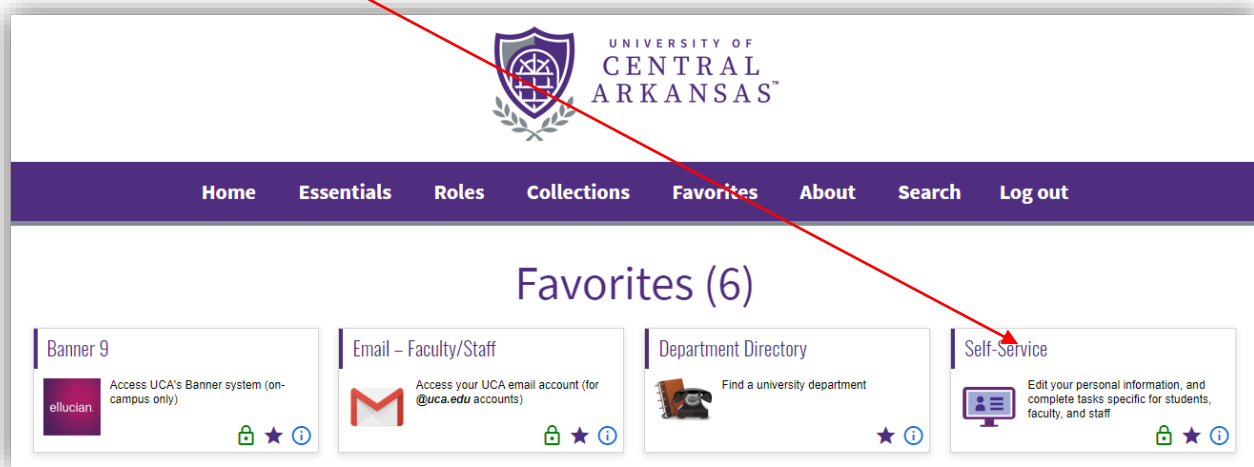
Remember: Do not give out your login information.

Proxy

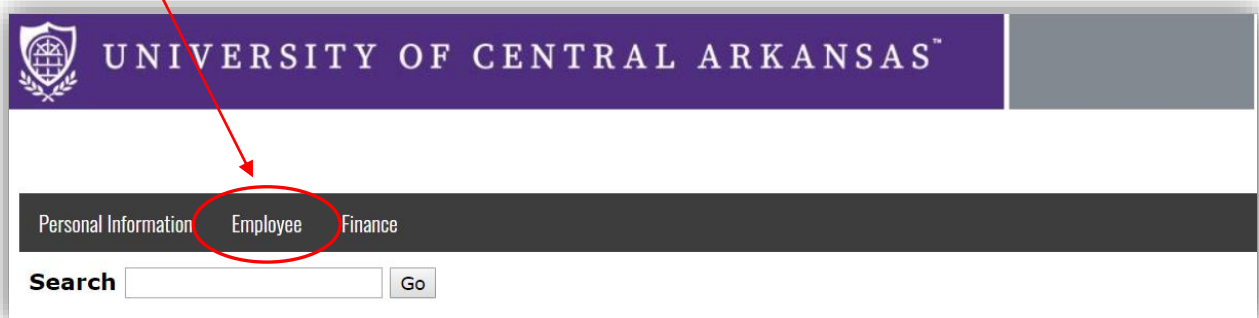
- ◆ Assumes time keepers/leave approvers approval power.
- ◆ Can only see the employee's timesheet/leave report.
- ◆ Should only approve timesheets/leave reports when requested to do so.
- ◆ Can be a proxy for more than one time keeper/leave approver (index number)

Proxy Set Up

- ◆ Log in to myUCA: <https://my.uca.edu/>
- ◆ Select **SELF-SERVICE**



- ◆ Select **EMPLOYEE** section



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- ◆ Select **LEAVE REPORT OR TIME SHEET** and **PROXY SET UP**

Employee

- Time Sheet
- Leave Report
- Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
W2, W4 or 1095-C information
- Jobs Summary
- Leave Balances

Time Reporting Selection

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Self ▾

Act as Superuser:

Select

[Proxy Set Up](#)

- ◆ Open the drop down box and select your proxy.

Note: Names are in alpha order with first name first.

- ◆ Click the **Add box**

- ◆ Save

Note: Select employee tab to return to main menu.

Proxy Set Up

Name	Add	Remove
Jannette Dyer Nance, JNANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

- ◆ When you return to the Proxy Set Up link you will now see your current proxy/proxies.
- ◆ You can remove them by check marking the Remove box and save.