

Leave Request Proxy Setup Guide

Intro

- Approvers must be set up in the Banner system by Human Resources. **However, approvers are responsible for setting up their own proxies within SNAP.** A proxy can complete your timesheet approvals in the event that you are absent.
- Each supervisor must have one or more proxies who can approve time sheets or leave requests in his or her absence.
- A proxy cannot be a non-supervisory employee.
- It is important that your proxy(s) know they have been authorized to be your proxy in the event you are absent. It would also be good to advise your employees of who your proxy is to assure them that their leave requests will be approved in a timely manner even in your absence.

Adding/Updating a Proxy

1. Log into [SNAP](#).
2. From the SNAP HR page, go to the **HR** tab.
3. Go to the **Time Approval** section and click on **Approve Time**.

SDBOR Portal ▶ SNAP Home

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Time Approval - Direct Link

Approve Time

ATTENTION - TIMESHEET SPECIAL INSTRUCTIONS

Reports

My Reports

No reports are available to view at this time.

4. On the next screen, click on **Proxy Set Up** link at the bottom of the page. Use the drop-down menu to select the name of the person who will be your proxy. If you do not see the person listed, contact Human Resources.
5. Click the **Add** check box.
6. Click **Save**.

Proxy Set Up

Name	Add Remove
Susan R Aadland, SRAADLAND	<input checked="" type="checkbox"/>
<input type="button" value="Save"/>	

7. Repeat these steps to add an additional proxy.

Removing a Proxy

1. From the SNAP HR page, go to the **HR** tab.
2. Go to the **Time Approval** section and click on **Approve Time**.
3. On the next screen, click on **Proxy Set Up** link at the bottom of the page.
4. Check the **Remove** checkbox next to the person's name you want to remove.
5. Click **Save**.

Please [contact Human Resources](#) if you need further assistance.