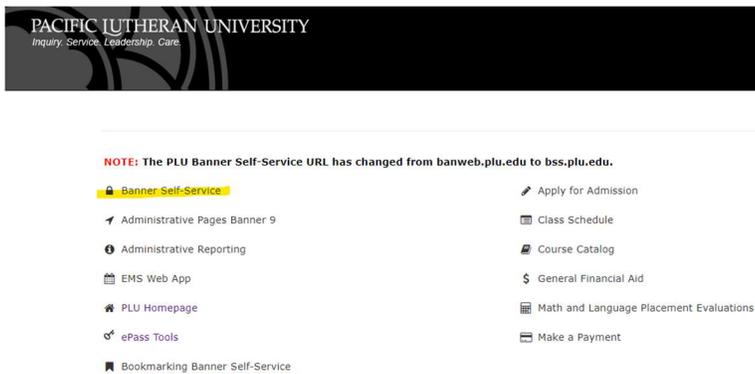


How to Set-Up A Proxy in Banner Self-Service

1) Go to **Banner Self-Service** (https://bss.plu.edu/pap/twbkwbis.P_WWWLogin)

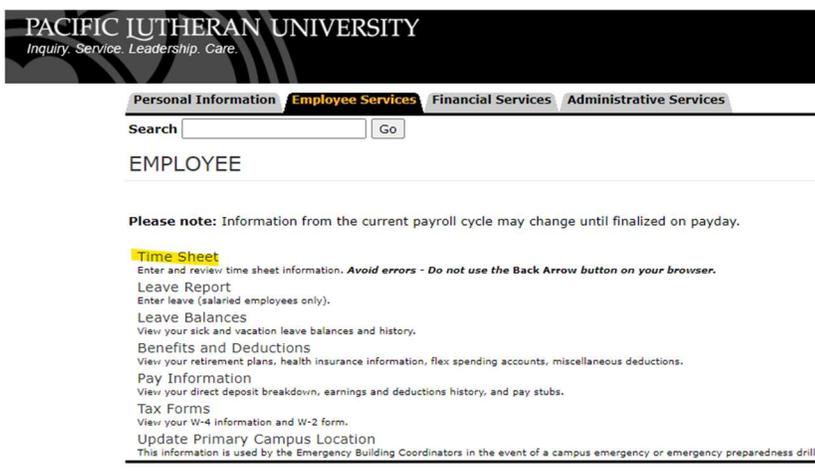


PACIFIC LUTHERAN UNIVERSITY
Inquiry. Service. Leadership. Care.

NOTE: The PLU Banner Self-Service URL has changed from banweb.plu.edu to bss.plu.edu.

- Banner Self-Service**
- Administrative Pages Banner 9
- Administrative Reporting
- EMS Web App
- PLU Homepage
- ePass Tools
- Bookmarking Banner Self-Service
- Apply for Admission
- Class Schedule
- Course Catalog
- General Financial Aid
- Math and Language Placement Evaluations
- Make a Payment

2) Click on **Employee Services > Timesheets or Leave Reports.**



PACIFIC LUTHERAN UNIVERSITY
Inquiry. Service. Leadership. Care.

Personal Information **Employee Services** Financial Services Administrative Services

Search

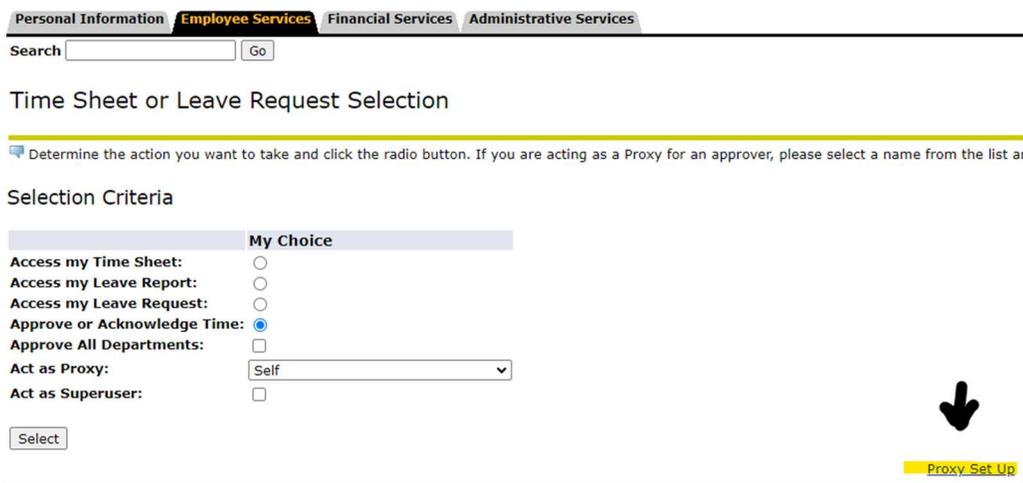
EMPLOYEE

Please note: Information from the current payroll cycle may change until finalized on payday.

Time Sheet
Enter and review time sheet information. *Avoid errors - Do not use the Back Arrow button on your browser.*

- Leave Report
Enter leave (salaried employees only).
- Leave Balances
View your sick and vacation leave balances and history.
- Benefits and Deductions
View your retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.
- Pay Information
View your direct deposit breakdown, earnings and deductions history, and pay stubs.
- Tax Forms
View your W-4 information and W-2 form.
- Update Primary Campus Location
This information is used by the Emergency Building Coordinators in the event of a campus emergency or emergency preparedness drill.

3) Click on **Proxy Set Up** in the middle of the page.



Personal Information **Employee Services** Financial Services Administrative Services

Search

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 ar

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"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Proxy Set Up

4) On the next screen it will show you anyone who is currently set up as a proxy for you and you will also see a drop-down list of anyone you can add as a proxy.

Personal Information Employee Services Financial Services Administrative Services

Search Go

Proxy Set Up

Name	Add Remove
Lute, Lance A., LLUTE	<input type="checkbox"/>

Select Employee to Add

Save

[Time Reporting Selection](#)

5) To add a proxy - You can add as many proxy's as you like.

- I. Click on the drop-down list
- II. Select your person
- III. Check the box under Add
- IV. Then click Save

6) If you want to remove a current proxy, click on the remove box to the right of their name, then **Save**.

7) To get back to the main screen, click on **Time Reporting Selection**.

Employee Services Financial Services Administrative Services

Go

Add Remove
<input type="checkbox"/>

[Time Reporting Selection](#)