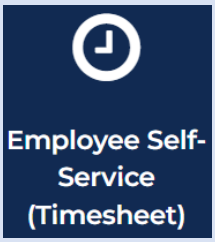
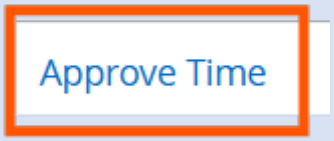
How to Designate a Timesheet Approver Proxy in Banner

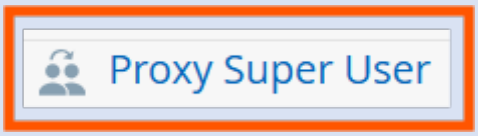
1. Log into Banner/WebSIS (https://www.morgan.edu/gateway) and click Employee Self-Service



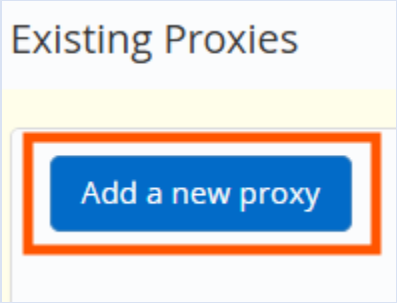
2. Click Approve Time on the right



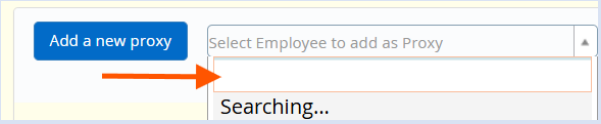
3. Click Proxy Super User in the upper right



4. Click on Add a new proxy under Existing Proxies



5. Type the individual's last name in the search bar; click their name to add them to your proxy list.



If you don't see the name of the person you are attempting to designate as a proxy, they are likely not setup with Banner timesheet approval authority. Contact the HR Information Systems team with questions regarding proxy setup at hris@morgan.edu.