

Web Time Entry-Web Leave Report Proxy Update

When a Web Time Entry or Web Leave Report approver would like to make changes to their proxy approver(s), submission of a Dynamic Form is required. This guide instructs on the form submission process.

1. Within Raiderlink/Webraider, select **Payroll & Tax**. Under Payroll Forms, select **Web Time Entry/Web Leave Report Proxy Update Form**.

The screenshot shows the Raiderlink/Webraider interface. On the left is a red navigation menu with options: Employee, News/Events, Available Budget, A&F Work Tools, and Payroll & Tax (highlighted with a yellow box). The main content area is titled 'Employee Resources' and contains two sections: 'My Personal Information' with links for 'View Addresses and Phones', 'Update Addresses and Phones', and 'View E-mail Addresses'; and 'My Employment Information'. To the right is a 'Payroll Forms' section with a list of options: 'Manual Leave Adjustment Application (Now Live)' (with sub-option 'MLA Instructional Guides & Videos'), 'Lump Sum Vacation Certification Form', 'Web Time Entry/Web Leave Report Approver Update Form' (with sub-option 'Instructions'), and 'Web Time Entry/Web Leave Report Proxy Update Form' (with sub-option 'Instructions'). The 'Web Time Entry/Web Leave Report Proxy Update Form' option is highlighted with a red box.

2. Form preparer information will auto populate. Proxies may only be updated for the person submitting the form.

* = required field
Some content may be updated based on selection



TEXAS TECH UNIVERSITY
Payroll & Tax Services

Web Time Entry/Web Leave Report Proxy Update

FormID:

Date Prepared:	<input type="text" value="01/17/2024"/>	Preparer TechID:	<input type="text" value="R99999999"/>	Preparer's Name:	<input type="text" value="Art Vandalay"/>
Preparer OracleID:	<input type="text"/>	Dept. Name:	<input type="text" value="School of Fun"/>	Chart of Account:	<input type="text" value="T"/>
Dept. Org #:	<input type="text"/>	Contact Phone:	<input type="text" value="806-555-5555"/>		
Preparer Email:	<input type="text" value="art.vandalay@ttu.edu"/>				

3. Within the “Current Proxies” area, if any proxies are currently assigned, they will appear here.

Current Proxies

Please indicate on each proxy to whether to keep or delete them.

A maximum of two proxies are allowed (total of current and new).

Current Proxies

Oracle ID	TechID	First Name	Last Name	Delete Proxy?
<input type="text"/>	R99999998	Katniss	Everdeen	* -- Please Select --
<input type="text"/>	R99999997	James	Rhodes	* -- Please Select --
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Proxies

Please indicate on each proxy to whether to keep or delete them.

A maximum of two proxies are allowed (total of current and new).

No current proxies

Oracle ID	TechID	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submitting Form – Current/Pre-Existing Proxies (If there are no current/pre-existing proxies, skip to step 5)

4. You must select what action you wish to perform with each current/pre-existing proxy. The current proxies may remain, or they may be removed. To keep a proxy, select **No-Do Not Delete** from the dropdown. To remove a proxy, select **Yes-Delete** from the dropdown.

Current Proxies

Please indicate on each proxy to whether to keep or delete them.

A maximum of two proxies are allowed (total of current and new).

Oracle ID	TechID	First Name	Last Name	Delete Proxy?
<input type="text"/>	R00000001	Gomez	Adams	* No-Do Not Delete
<input type="text"/>	R00000002	Ellen	Ripley	* -- Please Select --
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submitting Form – Assign New Proxies

5. Within the “Enter TechID, Name, or Dept” field, enter the R# or name of the proxy you wish to add. Partial data entered will reflect results that match with the data that was entered. You may also search by department name to display all employees within a specific department that may be appointed as your proxy. **If there are no new proxies to assign, you may leave the boxes in the New Proxies section blank and click Next.**

New Proxies

A maximum of two proxies are allowed (total of current and new).

To clear a previously selected proxy, search for “deselected” and select it.

Enter TechID, Name or Dept			
Proxy 1 OracleID:	<input type="text"/>	Proxy 1 TechID:	<input type="text"/>
Proxy 1 First Name:	<input type="text"/>	Proxy 1 Last Name:	<input type="text"/>
Enter TechID, Name or Dept			
Proxy 2 OracleID:	<input type="text"/>	Proxy 2 TechID:	<input type="text"/>
Proxy 2 First Name:	<input type="text"/>	Proxy 2 Last Name:	<input type="text"/>

6. Once the new proxy is found, select the new proxy by clicking on their name.

Enter TechID, Name or Dept			
Stark	Proxy 1 TechID:	<input type="text"/>	
R00000003-Tony Stark-T-C99999-School of Fun	Proxy 1 Last Name:	<input type="text"/>	
R00000004-Morgan Stark-T-C00000-School of Fun	Proxy 2 TechID:	<input type="text"/>	
R00000004-Pepper Stark-T-C88888-School of Fun			

7. If desired, you may add a second proxy. A maximum of two proxies (total of both current and new) may be appointed.

R00000004-Morgan Stark-T-C00000-School of Fun			
Proxy 1 OracleID:	<input type="text"/>	Proxy 1 TechID:	<input type="text" value="R00000004"/>
Proxy 1 First Name:	<input type="text" value="Morgan"/>	Proxy 1 Last Name:	<input type="text" value="Stark"/>
Enter TechID, Name or Dept			
Proxy 2 OracleID:	<input type="text"/>	Proxy 2 TechID:	<input type="text"/>
Proxy 2 First Name:	<input type="text"/>	Proxy 2 Last Name:	<input type="text"/>

8. Select **Next** to proceed.

Current Proxies

Please indicate on each proxy to whether to keep or delete them.

A maximum of two proxies are allowed (total of current and new).

Oracle ID	TechID	First Name	Last Name	Delete Proxy?
<input type="text"/>	R00000001	Gomez	Adams	* Yes-Delete <input type="button" value="v"/>
<input type="text"/>	R00000002	Ellen	Ripley	* Yes-Delete <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

New Proxies

A maximum of two proxies are allowed (total of current and new).

To clear a previously selected proxy, search for "deselected" and select it.

Proxy 1 OracleID: Proxy 1 TechID:

Proxy 1 First Name: Proxy 1 Last Name:

Proxy 2 OracleID: Proxy 2 TechID:

Proxy 2 First Name: Proxy 2 Last Name:

9. Sign the form electronically. After the signature is completed, you will receive an email confirmation with a PDF copy of the changes requested. Changes will go into effect immediately.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

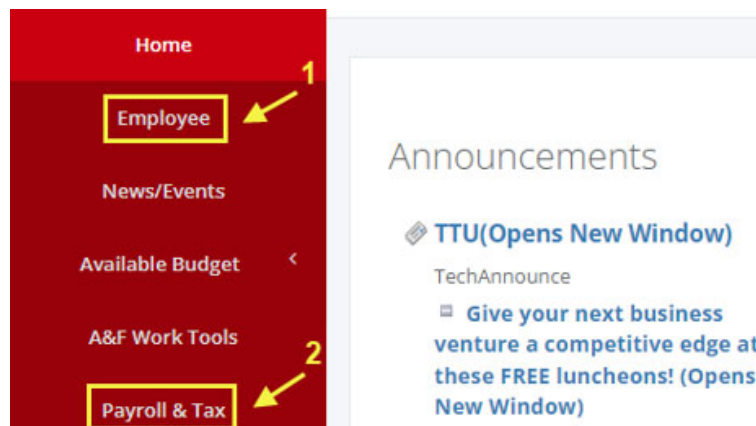
Art	Vandalay
<input type="text" value="Art"/>	<input type="text" value="Vandalay"/>
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>



If you would like to opt out of electronically signing and submitting this form, please download the form and sign. Once signed, please email the completed form to Payroll and Tax Services.

[Opt out and print](#)

10. Changes can be viewed within the Approval/Proxy area of Employee Self Service. Within Raiderlink/Webraider, select **Employee**. You may also select **Payroll & Tax**.



11. Select **My Timesheet**, **My Leave Report**, or **Employee Dashboard**.

The screenshot shows the 'My Texas Tech Information' dashboard. On the left, a red sidebar contains the following menu items: Employee (highlighted with a yellow box), News/Events, Available Budget, A&F Work Tools, and Payroll & Tax (highlighted with a yellow box). The main content area is titled 'My Texas Tech Information' and lists several options, each with a red arrow pointing to it and a red-bordered callout box containing instructions:

- My Timesheet (Non-Exempt Employees Only)
Click "Enter Time" under My Activities on the Dashboard
- My Leave Reports (Exempt Employees Only)
Click "Enter Leave Report" under My Activities on the Dashboard
- My Leave Balances
- Employee Dashboard (Personal, Employment, Pay Information, Earnings Statements)

On the right, a red sidebar contains: Payroll & Tax (highlighted with a yellow box), Research Administration, My Content, and Cognos. The main content area is titled 'My Employment Information' and lists two options, each with a red arrow pointing to it and a red-bordered callout box containing instructions:

- My Timesheet (Non-Exempt Employees Only)
Click "Enter Time" under My Activities on the Dashboard
- My Leave Reports (Exempt Employees Only)
Click "Enter Leave Report" under My Activities on the Dashboard

Accessing via My Timesheet and My Leave Report

The screenshot shows the 'Leave Report' interface. At the top, there are two tabs: 'Approvals' (highlighted with a red box) and 'Leave Report'. Below the tabs, there is a red arrow pointing to the 'Approvals' tab with the text 'Select Approvals'. To the right, there is a 'Leave Report Period' dropdown menu. Below this, there is a table with the following columns: Leave Period, Hours/Days/Units, Submitted On, and Status. The table contains one row with the following data: 04/01/2023 - 04/30/2023, Not Started, and a 'Start Leave Report' button. In the bottom right corner, there is a 'Prior Periods' button with a clock icon.

Accessing via My Dashboard

Employee Dashboard

EMPLOYEE / PERSON INFORMATION

My Profile

My Team

Leave Balances as of 03/27/2023

Vacation in hours	284.00	Sick Leave in hours	781.25
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Full Leave Bal

Pay Information

Latest Earnings Statement: 03/01/2023 All Earnings Statements Direct Deposit Information Deductions History

Earnings

Taxes

Job Summary

My Activities

Enter Leave Report

Approve Time

Approve Leave Report

HSC Labor Redistribution

Select Approve Time or Approve Leave Report

12. Select Proxy Super User.

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Proxy Super User

Approvals

Timesheet All Departments All Status except Not Started Enter ID/Name

13. Changes to your proxies will appear under the Existing Proxies section.

[Employee Dashboard](#) • [Proxy or Super User](#)

Proxy or Superuser

Application Selection

Time & Leave Approvals ▼

Act as a Superuser

- Act as Time Entry Approvals Superuser
- Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Art G Vandalay, School of Fun ▼

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Current Proxies

Morgan Ann Stark, School of Fun