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**.

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

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?
	R99999998	Katniss	Everdeen	* -- Please Select -- ∨
	R99999997	James	Rhodes	* -- Please Select -- ∨

Current Proxies

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

No current proxies

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

Oracle ID	TechID	First Name	Last Name

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

4. You must select what action you wish to perform with <u>each</u> 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?
	R00000001	Gomez	Adams	* No-Do Not Delete ∨
	R00000002	Ellen	Ripley	* -- Please Select -- ∨
				-- Please Select --
				No-Do Not Delete
				Yes-Delete

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:		Proxy 1 TechID:	
Proxy 1 First Name:		Proxy 1 Last Name:	

Enter TechID, Name or Dept ▼

Proxy 2 OracleID:		Proxy 2 TechID:	
Proxy 2 First Name:		Proxy 2 Last Name:	

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

Enter TechID, Name or Dept ▲	
Stark	xy 1 TechID:
	xy 1 Last Name:
R00000003-Tony Stark-T-C99999-School of Fun	
R00000004-Morgan Stark-T-C00000-School of Fun	
R00000004-Pepper Stark-T-C88888-School of Fun	xy 2 TechID:

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:		Proxy 1 TechID:	R00000004
Proxy 1 First Name:	Morgan	Proxy 1 Last Name:	Stark

Enter TechID, Name or Dept ▼

Proxy 2 OracleID:		Proxy 2 TechID:	
Proxy 2 First Name:		Proxy 2 Last Name:	

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?
	R00000001	Gomez	Adams	*Yes-Delete ⌄
	R00000002	Ellen	Ripley	*Yes-Delete ⌄

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.

R00000004-Morgan Stark-T-C00000-School of Fun ⌄

Proxy 1 OracleID:		Proxy 1 TechID:	R00000004
Proxy 1 First Name:	Morgan	Proxy 1 Last Name:	Stark

Enter TechID, Name or Dept ⌄

Proxy 2 OracleID:		Proxy 2 TechID:	
Proxy 2 First Name:		Proxy 2 Last Name:	

Next

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

Art

Vandalay

Vandalay

Previous   Sign Electronically

TEXAS TECH UNIVERSITY
Payroll & Tax Services™

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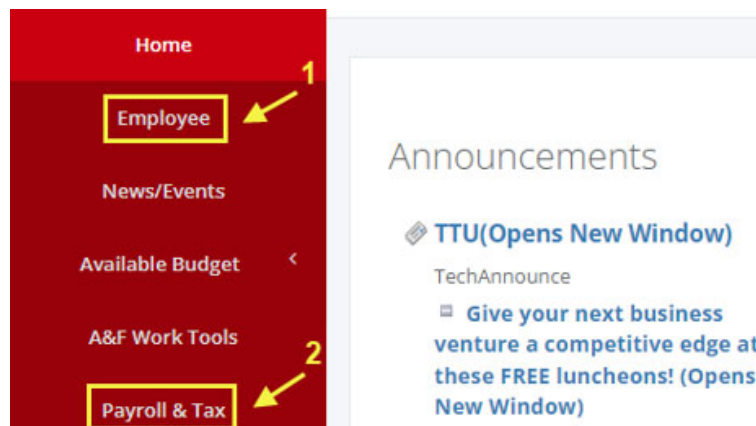
11. Select **My Timesheet**, **My Leave Report**, or **Employee Dashboard.**

Employee

News/Events

Available Budget   ‹

A&F Work Tools

Payroll & Tax

My Texas Tech Information

- 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)

Payroll & Tax

Research Administration

My Content

Cognos

My Employment Information

- 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

Leave Report

Approvals   **Leave Report**

Select Approvals

Leave Report Period ⌄

Leave Period	Hours/Days/Units	Submitted On	Status	
[redacted], T[redacted]-00, T, C[redacted], [redacted]				⟳ Prior Periods
04/01/2023 - 04/30/2023			Not Started	Start Leave Report

Accessing via My Dashboard

Employee Dashboard

My Profile

My Team

Leave Balances as of 03/27/2023

| Vacation in hours | 284.00 | Sick Leave in hours | 781.25 |

Full Leave Ba

Pay Information ⌄

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

Earnings ⌃

Taxes ⌃

Job Summary ⌃

My Activities

Enter Leave Repor

Select Approve Time or Approve Leave Report →

Approve Time

Approve Leave Report

HSC Labor Redistribution

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.