

# 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 sidebar with a yellow box around the 'Payroll & Tax' link. The main content area is titled 'Employee Resources' and contains two sections: 'My Personal Information' with links to 'View Addresses and Phones', 'Update Addresses and Phones', and 'View E-mail Addresses'; and 'My Employment Information'. To the right, under the 'Payroll Forms' heading, a list of forms is shown, with 'Web Time Entry/Web Leave Report Proxy Update Form' and its sub-link 'Instructions' highlighted by 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: f17a421d-5350-4

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

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"/>	

### 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"/>	-- Please Select --
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No-Do Not Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes-Delete

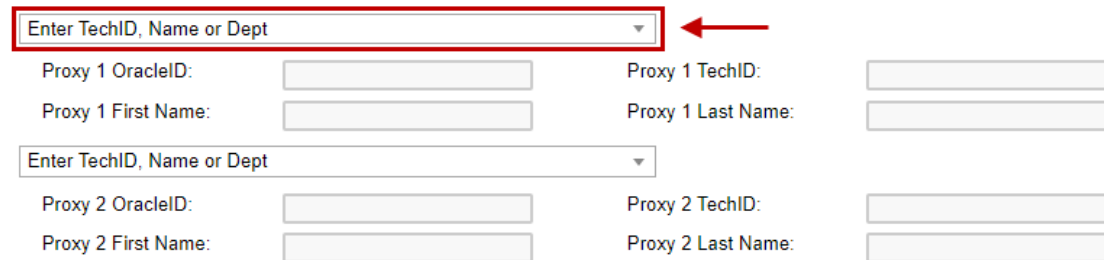
## Submitting Form – Assign New Proxies

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:

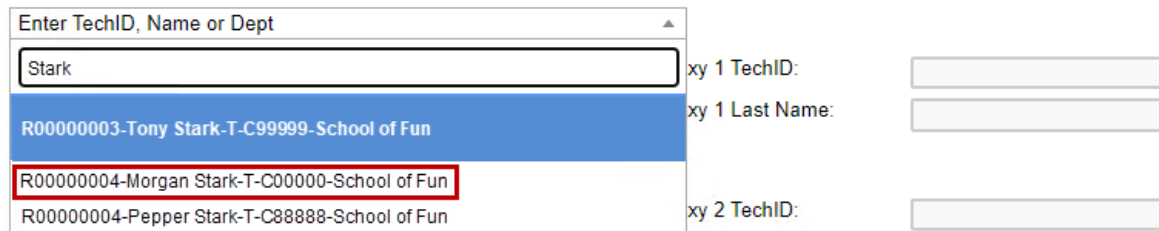
Proxy 1 First Name:  Proxy 1 Last Name:

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

R00000003-Tony Stark-T-C99999-School of Fun

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

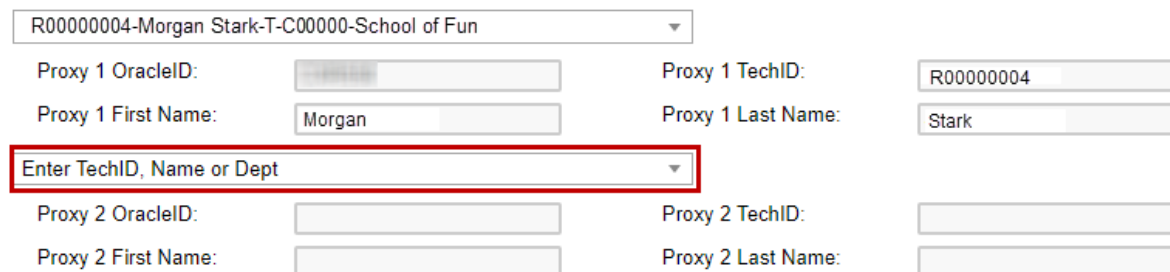
R00000004-Pepper Stark-T-C88888-School of Fun

Proxy 1 TechID:

Proxy 1 Last Name:

Proxy 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:

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:

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"/>	<input type="text" value="R00000001"/>	<input type="text" value="Gomez"/>	<input type="text" value="Adams"/>	* Yes-Delete ▼
<input type="text"/>	<input type="text" value="R00000002"/>	<input type="text" value="Ellen"/>	<input type="text" value="Ripley"/>	* Yes-Delete ▼
<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:

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**

**Vandalay**

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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 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.