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.


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
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).*

<table>
<thead>
<tr>
<th>Oracle ID</th>
<th>TechID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Delete Proxy?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R99999996</td>
<td>Katniss</td>
<td>Everdeen</td>
<td>-- Please Select --</td>
</tr>
<tr>
<td></td>
<td>R99999997</td>
<td>James</td>
<td>Rhodes</td>
<td>-- Please Select --</td>
</tr>
</tbody>
</table>

**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

---

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).*

<table>
<thead>
<tr>
<th>Oracle ID</th>
<th>TechID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Delete Proxy?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R00000001</td>
<td>Gomez</td>
<td>Adams</td>
<td>No-Do Not Delete</td>
</tr>
<tr>
<td></td>
<td>R00000002</td>
<td>Ellen</td>
<td>Ripley</td>
<td>Yes-Delete</td>
</tr>
</tbody>
</table>
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.**

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

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

<table>
<thead>
<tr>
<th>Oracle ID</th>
<th>TechID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Delete Proxy?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R00000001</td>
<td>Gomez</td>
<td>Adams</td>
<td>Yes-Delete</td>
</tr>
<tr>
<td></td>
<td>R00000002</td>
<td>Ellen</td>
<td>Ripley</td>
<td>Yes-Delete</td>
</tr>
</tbody>
</table>

### 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**
- Oracle ID: [Input Field]
- First Name: Morgan

**Proxy 2**
- Oracle ID: [Input Field]
- First Name: [Input Field]
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.

<table>
<thead>
<tr>
<th>Art</th>
<th>Vandalay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Vandalay</td>
</tr>
</tbody>
</table>

10. Changes can be viewed within the Approval/Proxy area of Employee Self-Service.