

Adding a Proxy for Time & Attendance Approvals

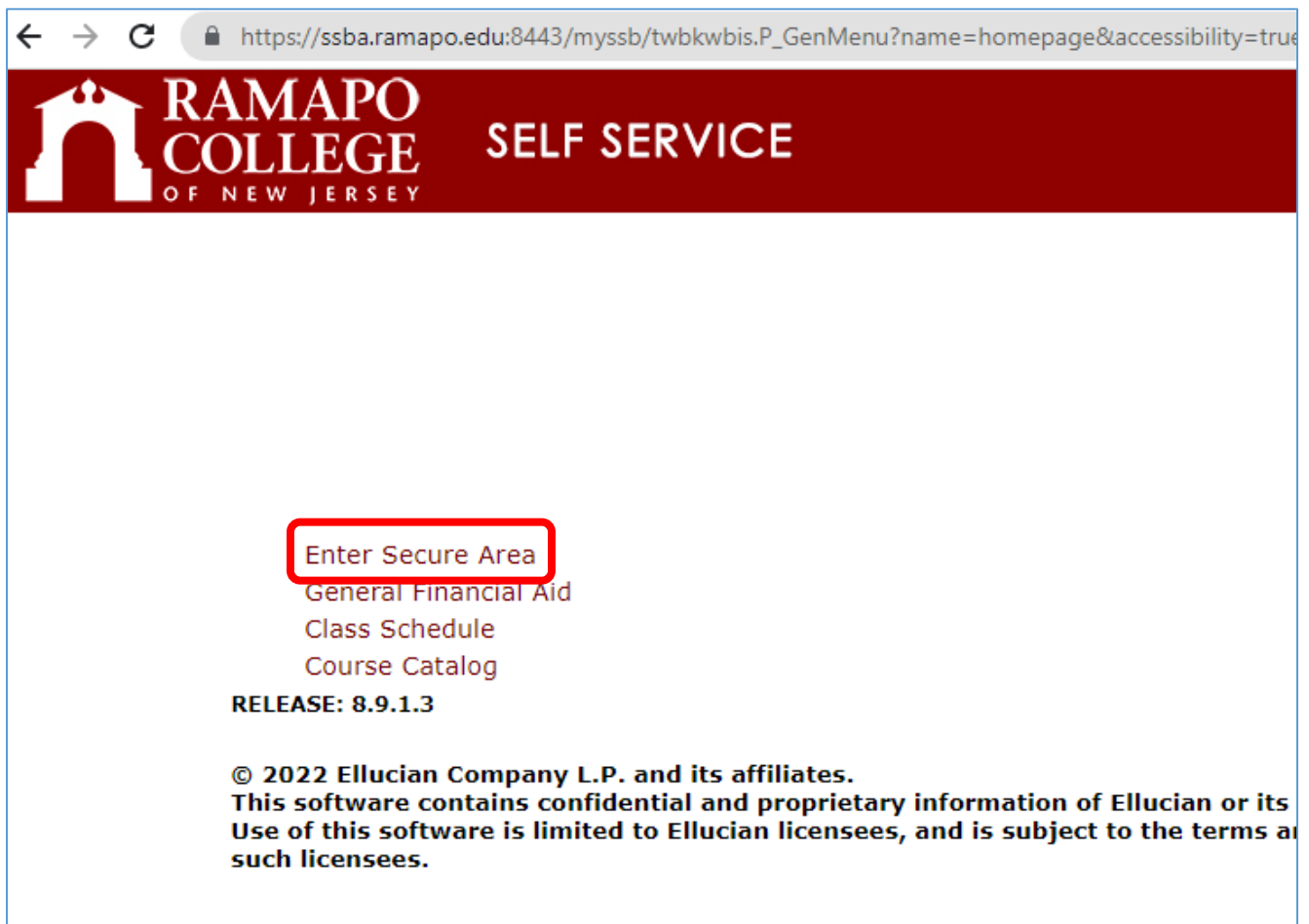
As of 12/21/2022

Background

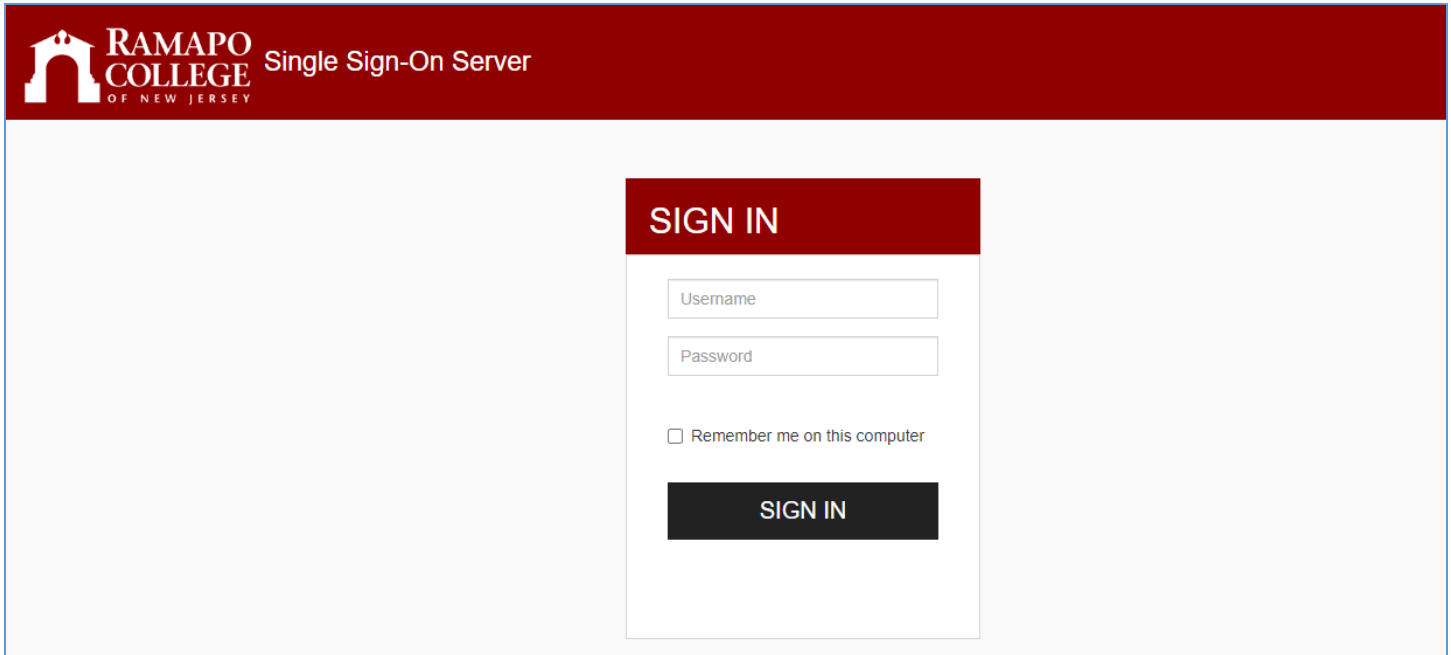
Timesheet approvers can set up proxies in Banner Web Self Service 9. Other than Payroll, only the original timesheet approver can go into Web Self Service 9 and assign the person as their proxy.

Steps

1. Go to Web Self Service:
https://ssba.ramapo.edu:8443/myssb/twbkwbis.P_GenMenu?name=homepage&accessibility=true
2. Click **Enter Secure Area**

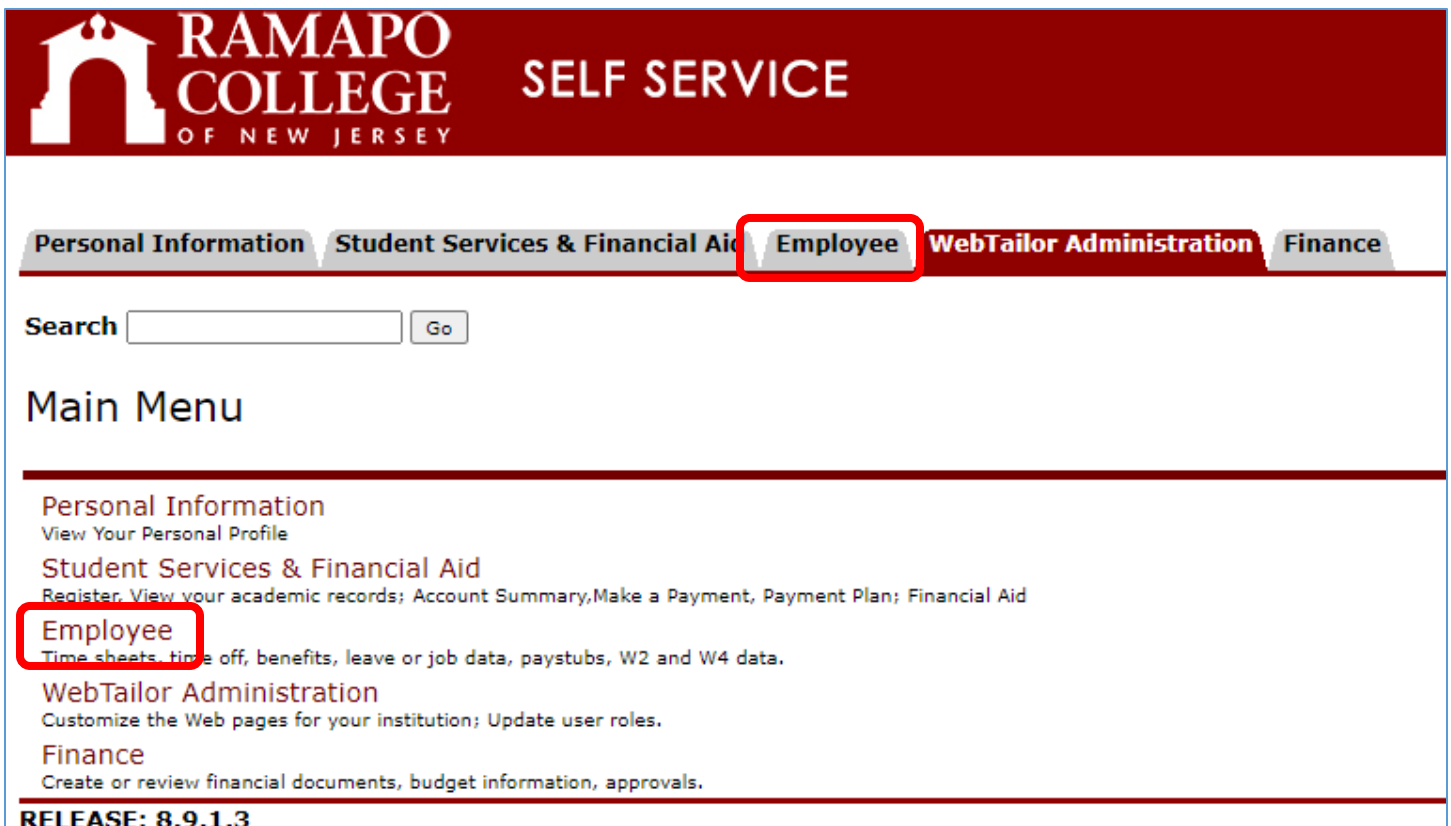


3. Log in with your Ramapo username (without @ramapo.edu) and password (same as your Ramapo Gmail account)



The screenshot shows the 'Single Sign-On Server' login page for Ramapo College. At the top left is the college's logo. The main heading is 'SIGN IN'. Below this are two input fields: 'Username' and 'Password'. A checkbox labeled 'Remember me on this computer' is positioned below the password field. At the bottom of the form is a dark 'SIGN IN' button.

4. Click on **Employee**, either the tab or the link



The screenshot displays the 'SELF SERVICE' portal for Ramapo College. The top navigation bar includes tabs for 'Personal Information', 'Student Services & Financial Aid', 'Employee' (highlighted with a red box), 'WebTailor Administration', and 'Finance'. Below the tabs is a search bar with a 'Go' button. The 'Main Menu' section lists several options: 'Personal Information' (View Your Personal Profile), 'Student Services & Financial Aid' (Register, View your academic records, Account Summary, Make a Payment, Payment Plan, Financial Aid), 'Employee' (highlighted with a red box, with subtext: Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data), 'WebTailor Administration' (Customize the Web pages for your institution; Update user roles), and 'Finance' (Create or review financial documents, budget information, approvals). The footer indicates the release version is '8.9.1.3'.

5. Click **My Employee**

Personal Information Student Services & Financial Aid **Employee** WebTailor Administration Finance

Search Go

Employee

Your employee information has been gathered and updated on an ongoing basis via various employment documents. Employee Self Service. In the event that you are not able to correct discrepancies, please contact the Benefits Office at ext 7782 for pay and tax form information.

My Employee

- Communication Management
- Proxy Management
- Holds and Waivers
- EPAF:Employee Personnel Action Forms

RELEASE: 8.9.1.3

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6. Under **My Activities** on the right side of the screen, click **Approve Time**

My Activities

Enter Time

Approve Time

7. Click **Proxy Super User** from the top right of the screen

Employee Dashboard • Time Entry Approvals

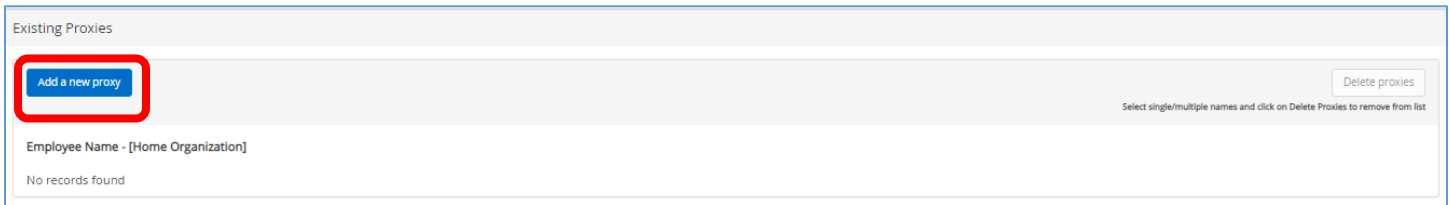
Approvals - Timesheet

Proxy Super User

Approvals Timesheet

Timesheet All Departments [Date Range] All Status except Not Started Enter ID/Name

8. Scroll to the **Existing Proxies** section and click **Add a new proxy**



Existing Proxies

Add a new proxy

Delete proxies

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

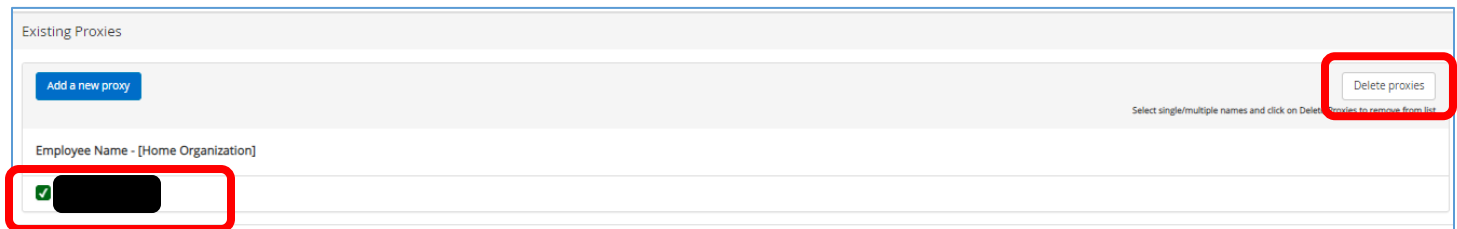
Employee Name - [Home Organization]

No records found

9. In the text field, click and type the name of the employee, starting with their last name. If their name does not appear, send an email to Payroll at payroll@ramapo.edu to add the user to the Banner table PTRUSER.

10. Once you click on the name of the employee, the change will immediately save automatically. As you scroll further down the **Existing Proxies** section, you will see the employee listed.

Note: To delete a proxy, click the checkbox next to their name. Then, on the right side, click **Delete proxies**, and click "Yes" to the warning that appears



Existing Proxies

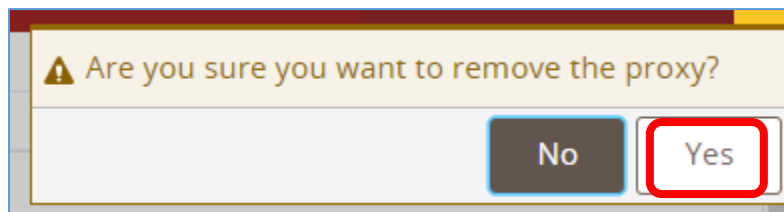
Add a new proxy

Delete proxies

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

Employee Name - [Home Organization]

☒ [Redacted Name]



⚠ Are you sure you want to remove the proxy?

No Yes