

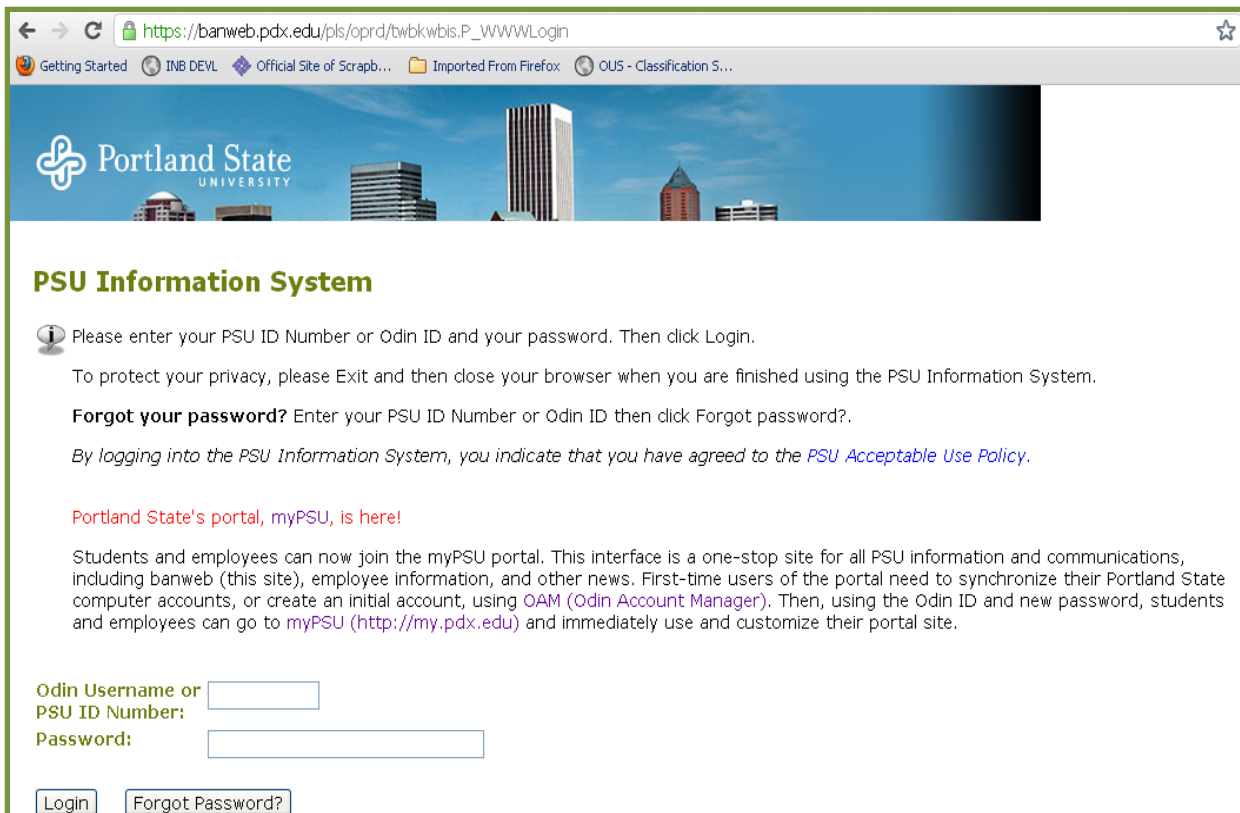
TO: Web Time Entry Primary Approvers

FROM: Jennifer McLean, Payroll Operations Manager

RE: Self-Service Proxy Maintenance

We are pleased to announce an enhancement to Web Time Entry (WTE) and approval queue maintenance. Those already designated as WTE primary approvers will now be able to maintain their proxy approver authorizations, both additions and removals as appropriate.

1. Log into banweb: banweb.pdx.edu :



The screenshot shows a web browser window with the address bar displaying https://banweb.pdx.edu/pls/oprdr/twbkwbis.P_WWWLogin. The browser's address bar also shows several tabs: "Getting Started", "INB DEVL", "Official Site of Scrap...", "Imported From Firefox", and "OUS - Classification 5...". The page features a header with the Portland State University logo and a cityscape image. Below the header, the main heading is "PSU Information System". The page contains the following text:

Please enter your PSU ID Number or Odin ID and your password. Then click Login.

To protect your privacy, please Exit and then close your browser when you are finished using the PSU Information System.

Forgot your password? Enter your PSU ID Number or Odin ID then click Forgot password?.

By logging into the PSU Information System, you indicate that you have agreed to the [PSU Acceptable Use Policy](#).

Portland State's portal, [myPSU](#), is here!

Students and employees can now join the myPSU portal. This interface is a one-stop site for all PSU information and communications, including banweb (this site), employee information, and other news. First-time users of the portal need to synchronize their Portland State computer accounts, or create an initial account, using [OAM \(Odin Account Manager\)](#). Then, using the Odin ID and new password, students and employees can go to [myPSU \(http://my.pdx.edu\)](http://my.pdx.edu) and immediately use and customize their portal site.

Below the text, there are three input fields: "Odin Username or PSU ID Number:" followed by a text box, "Password:" followed by a text box, and "Forgot Password?" followed by a text box. At the bottom left, there are two buttons: "Login" and "Forgot Password?".

- From the **Employee Services** tab, select “Time Sheet.”

The screenshot shows the top navigation bar with the PSU Information System logo and three tabs: Personal Information, Employee Services (highlighted), and Finance. Below the tabs is a navigation menu with links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is "Employee". A list of links is displayed, including Time Sheet, Request Time Off, Benefits and Deductions, Pay Information, Payroll Tax Forms, Jobs Summary, Leave Balances, View Other Pay Stub (HRC Office), View Other W2 Form (HRC Office), EPAF: Electronic Personnel Action Form, and Notice of Appointment.

- Click on the “Proxy Set Up” link in the lower middle of the page.

The screenshot shows the "Time Reporting Selection" page. It features a heading "Time Reporting Selection" and a sub-heading "Selection Criteria". Below this, there are several rows of options with radio buttons or checkboxes. The "Act as Superuser:" option is checked. A large green arrow points from the "Act as Superuser:" row to a "Proxy Set Up" link at the bottom right of the page.

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input checked="" type="checkbox"/>

- You will see a list of currently assigned proxies, if any.
- To REMOVE a proxy, click on the “remove” box to the right of the individual’s name.

Portland State UNIVERSITY

PSU Information System

Personal Information **Employee Services** Finance

[RETURN TO MENU](#) [SITE](#)

Proxy Set Up

Your Current Proxies				Remove
NAME	USERID	ORG CODE	ORG TITLE	
Jane Smith	SMITHJA	600300	HRC Human Resource Center	<input type="checkbox"/>

- To ADD a proxy, click on the “Select a New Proxy” drop-down list. The drop down list is sorted by last name and contains all PSU faculty and staff eligible to be a proxy approver. Please note that not all employees are eligible to hold fiscal responsibility. Students, Graduate Assistants and Temporary employees are not able to be WTE proxy approvers.

Add a New Proxy:
Please identify proxy approvers (assigned individuals with delegated fiscal responsibility to authorize payroll expense transactions on your behalf).

Proxy will have access to approve time transactions for all the positions that you, the Primary Approver, can approve in Banner.

If adding a new proxy, I certify that the following statements are true:

- I acknowledge that adequate internal controls and expense transaction monitoring processes are in place with my unit.
- I authorize and/or authenticate that the employee I am adding as a proxy holds or has been delegated fiscal authority for the verification of time and effort reporting and the authorization of payroll expense transactions.

- Click the box to certify your update.

When employees who are designated as proxy approvers leave employment with the university or change to an employment status that is not eligible to be a proxy approver they will be removed automatically from proxy status. You will receive an email notice of this change. It is also recommended that you periodically check your proxy list for accuracy, and to make sure that you have adequate backup to cover web time transaction approvals in your absence.

If you have any additional questions about WTE approvals or functionality please feel welcome to contact us as follows:

Jennifer McLean
Payroll Ops Manager
X5090
mcleanjc@pdx.edu

Vui Han-Mar
Senior Payroll Accountant
X3755
vui@pdx.edu

Gina Turner
Payroll Accountant
X4945
gturner@pdx.edu