How to Assign a Proxy in Self-Service

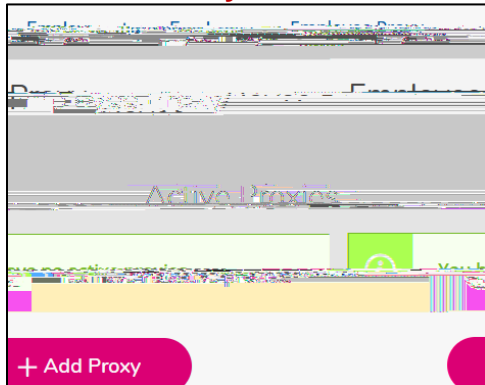Go to Self-Service: **https://selfservice.wittenberg.edu/**

From the home page, click the **Employee** box.
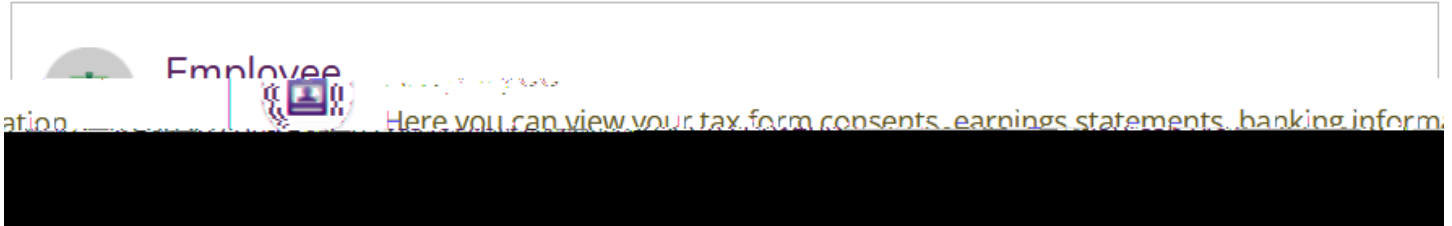
Next, click the **Employee Proxy** box

Click **Add Proxy**

Select Proxy Type

      Time Approval – assign someone to approve timecards for non-exempt employees on your behalf

      Leave Approval – assign someone to approve leave requests on your behalf (exempt only)