

## How to Assign a Proxy in Self-Service

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

## From the home page, click the **Employee** box.

	-	Employee	
Э	tion		Here you can view your tax form consents learnings statements, banking inform

## Next, click the **Employee Proxy** box

Employee Proxy
ere vou can delegate certain types of work tasks to another employee

## Click Add Proxy

Active Proxies
+ 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)

Add Employee Proxy



