Setting Up/Acting as a Proxy

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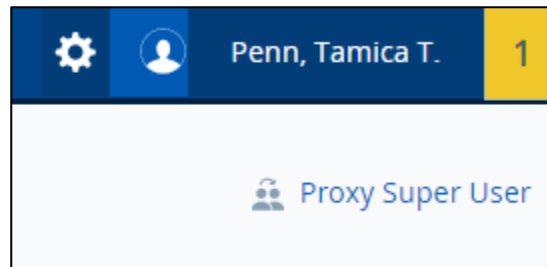
Setting Up a Proxy (Delegating Authority)

1. Log into **PirateNet**.
2. Click the **Banner Self Service (SSB)** app, then **Employee Dashboard**.
3. Choose **Approve Leave Report** or **Approve Leave Request** or **Approve Time**.

4. Click **Proxy Super User**.

5. Navigate to **Existing Proxies**, and click **Add a new proxy**.
6. Search and select the Employee's name. Changes will save automatically.

Acting as a Proxy (Approving on another Supervisor's behalf)

1. Log into **PirateNet**.
2. Click the **Banner Self Service (SSB)** app, then **Employee Dashboard**.
3. Choose **Approve Leave Report** or **Approve Leave Request** or **Approve Time**.
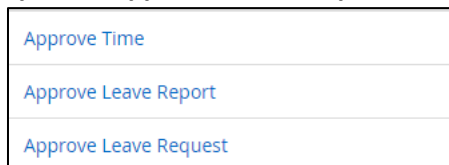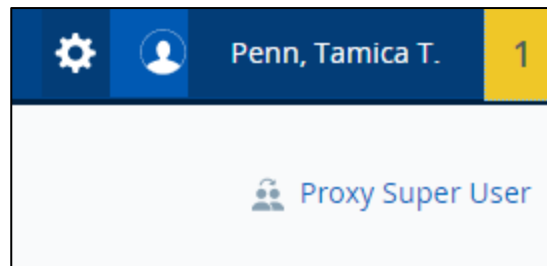

4. Click **Proxy Super User**.

5. Navigate to **Act as a proxy for**, and select Supervisor to proxy for.
6. Click **Navigate to Time & Leave Approvals Application**.

7. Follow the appropriate instructions for approving time. (Link – Time and Attendance Training Materials)