

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 werk tasks to another employee

Click Add Proxy

Activo 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



