Web Time Entry – Assign a Proxy to approve Timesheets

This process should only be used if you are out of the office and unable to approve your employee's time.
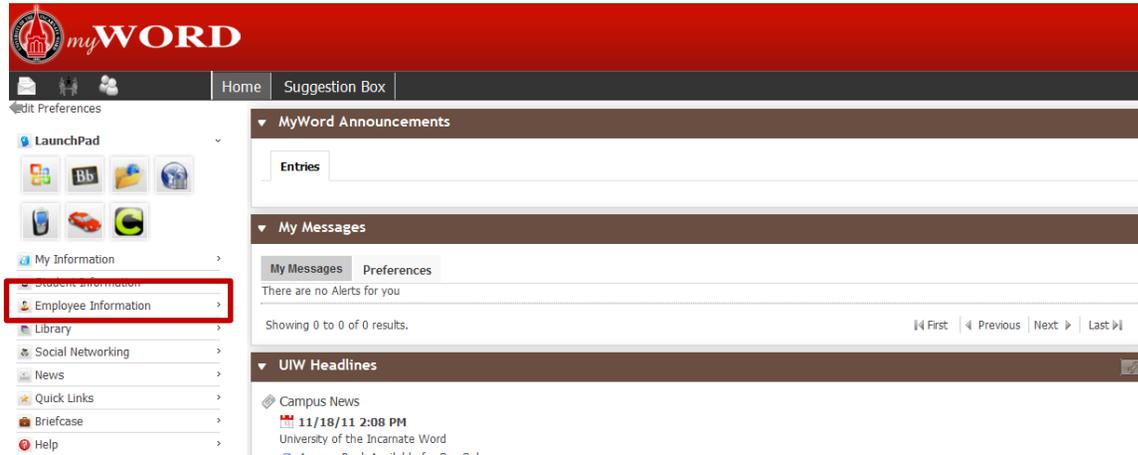
Approve Time through the Web

1. Open Internet Explorer
   2. Go to the **UIW Website** (http://www.uiw.edu/)
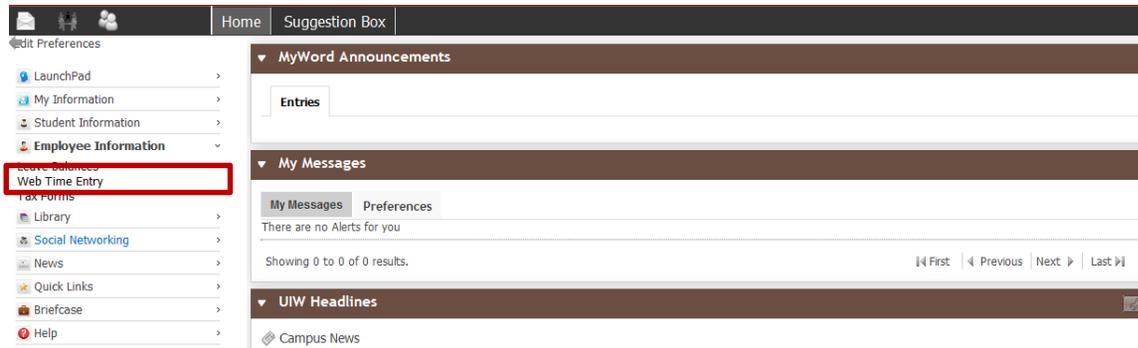   3. Click **My Word** at the top right of the webpage

4. In the **Login window**, your **UIW Username and Password** *(this is the same username and password used for Blackboard and Cardinal Mail)*
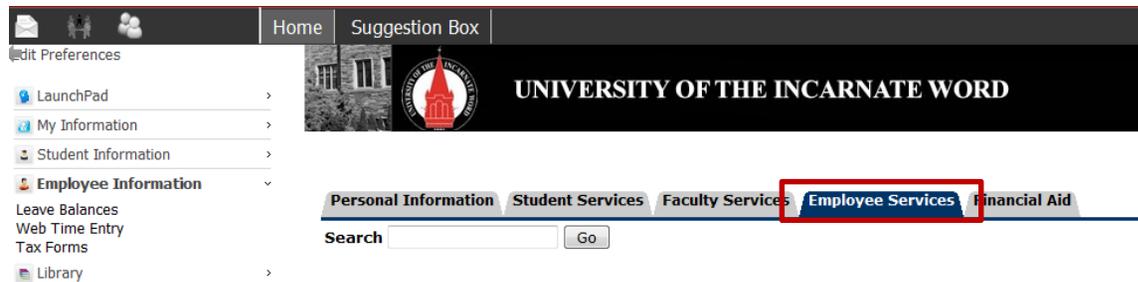
5. Click **Login**

6. The **My Word Home Page** opens
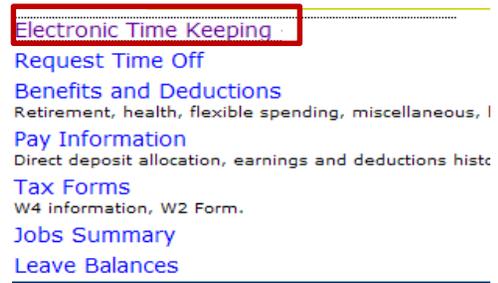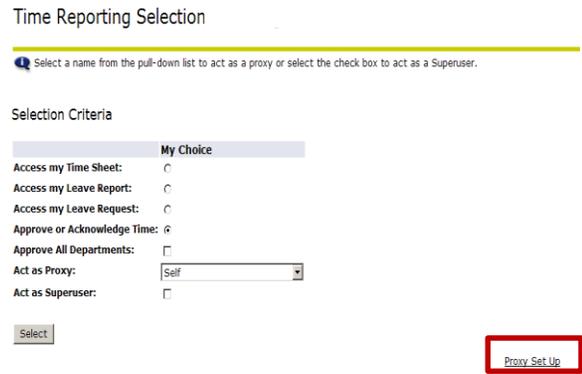7. On the menu, click **Employee information**

8. Click **Web Time Entry**

9. Select the **Employee Services tab**

10. A new screen opens, select **Electronic Time Keeping** on the **Employee Services tab**

Electronic Time Keeping
Request Time Off
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, I
Pay Information
Direct deposit allocation, earnings and deductions histo
Tax Forms
W4 information, W2 Form.
Jobs Summary
Leave Balances

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Approve All Departments:	☐
Act as Proxy:	Self
Act as Superuser:	☐

Select

Proxy Set Up

11. On the **Time Reporting Selection Screen**, click **Proxy Set Up**

12. The **Proxy Set Up Screen** opens
13. Choose a name from the **Drop-down list**
14. Click the **Add/Remove Checkbox** ☑
15. Click **Save** Save
16. Remove the Proxy by returning to the **Proxy Set Up Screen** and *unchecking* the **Add/Remove Checkbox** ☑, click **Save**

Personal Information Employee Services
Search [   ] Go

Proxy Set Up

Name	**Add Remove**
Thomas G. Duckworth, DUCKWORT	☑

Save

Time Reporting Selection

RELEASE: 8.5

3