

## Creating a Proxy

1. Log in at patriotweb.gmu.edu
2. Select Employee Services
3. Select Time sheet
4. Scroll to the bottom and select Proxy Set Up

Time Sheet or Leave Request Selection - Microsoft Internet Explorer

Address: [https://patriotweb.gmu.edu/pls/prod/bwpktais.P\\_SelectTimeSheetRoll](https://patriotweb.gmu.edu/pls/prod/bwpktais.P_SelectTimeSheetRoll)

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### Time Sheet or Leave Request Selection

Make a selection from the My Choice column. If acting as a proxy, choose a name from the pull-down or select the check box to act as a Superuser.

**Selection Criteria**

<b>Access my Time Sheet:</b>	<input type="radio"/>
<b>Access my Leave Request:</b>	<input type="radio"/>
<b>Approve or Acknowledge Time:</b>	<input checked="" type="radio"/>
<b>Act as Proxy:</b>	<input type="text" value="Self"/>
<b>Act as Superuser:</b>	<input type="checkbox"/>

Select

[Proxy Set Up](#)

5. On the proxy screen select the name of the person you would like to choose as your proxy from the drop down menu (names are alphabetical by last name).

Proxy Set Up - Microsoft Internet Explorer

Address: [https://patriotweb.gmu.edu/pls/prod/bwpktais.P\\_DisplayProxySetUp](https://patriotweb.gmu.edu/pls/prod/bwpktais.P_DisplayProxySetUp)

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### Proxy Set Up

<b>Name</b>	<input type="text" value="Janet P Walker, JWALKERS"/>	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>
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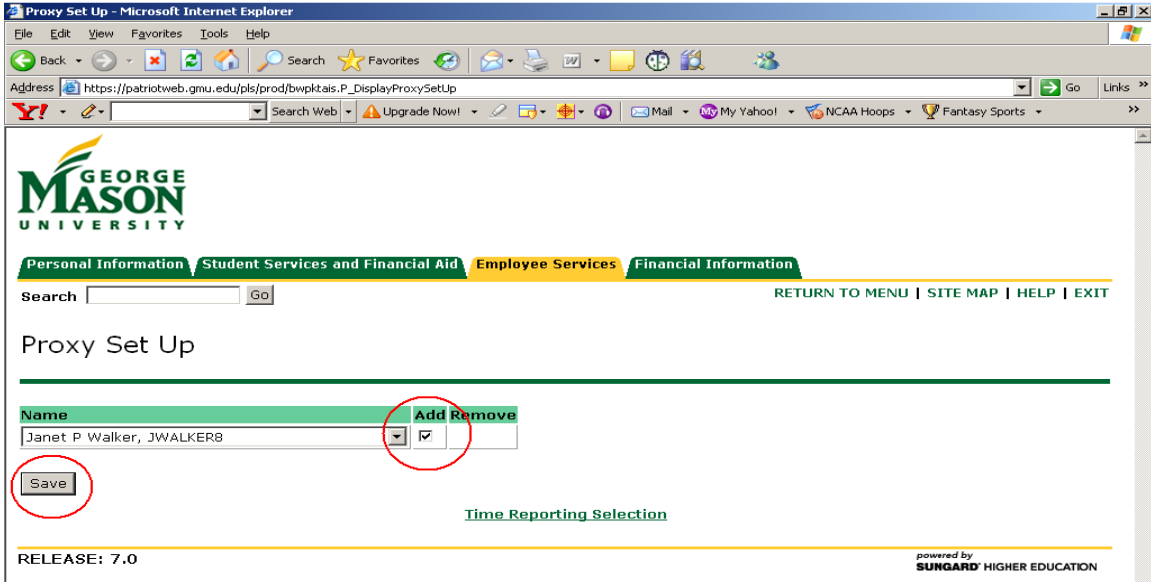
Save

[Time Reporting Selection](#)

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6. Put a check mark in the “add” box and click on save.



NOTE: The person's name will then appear on the page with a REMOVE box next to his/her name. If you want to delete this person as a proxy, just click in the "Remove" box and click save.

