Payroll Services
Assigning a Proxy

July 1, 2019

West Valley - Mission

Community College District

Assigning a Proxy (Backup Approver) in SSB

What is a Proxy?

A Proxy is the individual designated by the Approver in the system to act on his/her behalf to update, change, return, or approve the Time Sheet submitted by an Employee. If you have been designated as a Proxy for an Approver, you will be able to modify, return, and approve Time Sheets on behalf of that Approver. As a general rule, a Proxy's position should be at the same level or higher than the Approver.

Approvers are responsible for setting up their own Proxies within Banner Web Time Entry. Each Approver must have one or more Proxies who can approve Time Sheets in their absence. The responsibility of the Proxy is to verify hours worked are correct and accurate. The Proxy must be a Full-Time Employee at the same level or higher than the Approver.

Why set-up a Proxy?

It is important that your Proxy(s) know they have been authorized to be your Proxy in the event you are absent the day that Time Sheets must be approved. You should also advise your Employees of who your Proxy is to assure them that their Time Sheets will be approved in a timely manner and who they need to contact if they realize they have made an error on their Time Sheet.

Logging into the System

1.) Go to **https://inb-prod.ec.wvm.edu:8500/** and select **PROD**. This instance allows users to play with data outside of the live instance.
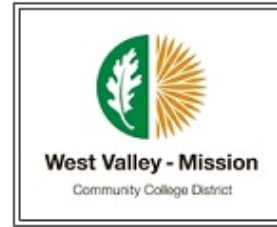
Ellucian Banner Links page

All pages are best viewed with 1024 x 768

Internet Native Banner (INB)	Self Service Banner (SSB)
Production Database [PROD]	Production Database [PROD]

2.) Select **Login to College Web Services** below.

West Valley - Mission Portal

Login to College Web Services
A.K.A. Self Service Banner (SSB)
View your personal information,
register for classes, manage
Financial Aid, enter time sheets
etc...

Search For Classes
Find classes without logging in.

Old Portal
For Employees only

3.) Sign in using your G Number and password. Your password is your birthday (mmddyy) or last 6 digits of your G Number if it's your first time signing in. The system will prompt you to change your password if it is your first time signing in.

User Login

New Students:
Enter the College ID#(User ID) provided in the email you received from the college after applying.

Continuing Students:
New College ID#(User ID) is "G" + "0" (the number) + your former id number.
For example: G01234567

User ID is case-sensitive

Password:
The Password(Pin) is your birthday *mmddyy* or last 6 digits of College ID#
This password will be separate from your password on MyWVM portal.

First time logging in:
You will be prompted to change your password and create a secret question.

For problems logging in contact:
I.S. Help Desk: 408-741-2696
WVC AR: 408-741-2001
MC Welcome Center: 408-855-5007

This site is not compatible with the Microsoft Edge browser

User ID:

PIN:

Login   Forgot PIN?

1. Click on **Proxy Set Up** to assign a Proxy.

2. Use the drop down menu to select your Proxy. Click the **Add** check box and click **Save**.


3. Repeat step #2 to add an additional Proxy, or click the **Remove** check box to remove an existing Proxy.

4. If the Proxy's name is not available in the drop down box, contact IS-Help Desk.

    Note: If there are no timesheets in the approval queue, this option will not appear. Go to NTRPROX in INB (Banner) to add proxy.

Assigning a Proxy (Backup Approver) in INB

1. Log into INB and go to NTRPROX to add proxy to your WTE approval queue.
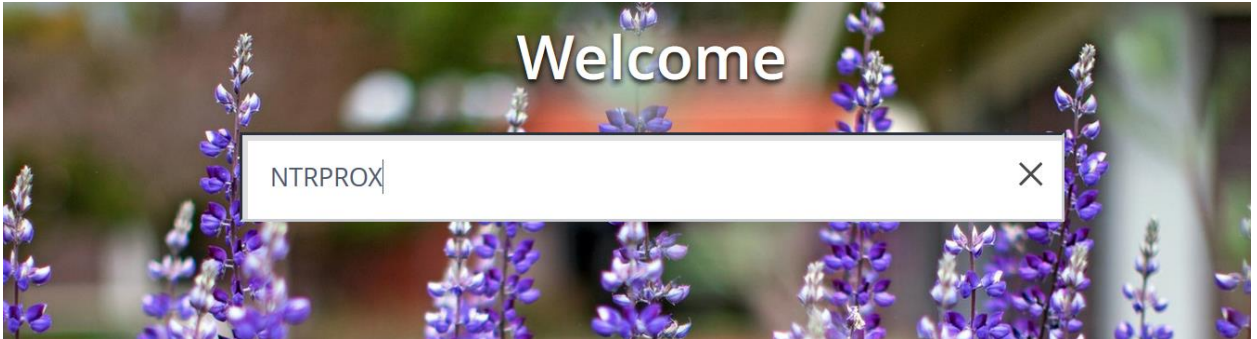
2. Enter your ID (First name initial and last name – BPAP) and click on Go. Select **Other Modules tab** to see proxy screen. Enter ID for the proxy (First name initial and last name)

3. Click on the three dots– Proxy Modules

User ID: BPAP   Betty Dennys Pap

Electronic Approval	Other Modules

▼ PROXY

Proxy ID *	Proxy ID Name
KMACFARLANE	Karen Elizabeth Macfarlane

|◀ ◀ [1] of 1 ▶ ▶| 7 ∨ Per Page

▼ PROXY MODULES

Modules	Modules Description
[ ] ...	

|◀ ◀ [1] of 1 ▶ ▶| 5 ∨ Per Page

4. Select TIME – Time Entry and click on OK

Proxy Module Code Validation (NTVPRXM)   ✕

Criteria   🔍 |

Code	Description	Activity Date
EFFORT	Effort Certification	02/03/2010
LABOR	Labor Redistribution	02/03/2010
LEAVE	Leave Report	06/22/2015
PDESC	Position Description	02/20/2016
TIME	Time Entry	02/03/2010

|◀ ◀ [1] of 1 ▶ ▶| 10 ∨ Per Page   Record 5 of 5

Cancel   OK

5. Save record and exit screen by clicking on Start Over.

User ID: BPAP   Betty Dennys Pap   Start Over

Electronic Approval	Other Modules

▼ PROXY   ➕ ➖ ▢ ▽

Proxy ID *	Proxy ID Name	Admin ID
KMACFARLANE	Karen Elizabeth Macfarlane	

❮ ... ❯

|◀ ◀ [1] of 1 ▶ ▶| 7 ▽ Per Page   Record 1 of 1

▼ PROXY MODULES   ➕ ➖ ▢ ▽

Modules	Modules Description
TIME ...	Time Entry

|◀ ◀ [1] of 1 ▶ ▶| 5 ▽ Per Page   Record 1 of 1

⤒ ⤓   SAVE