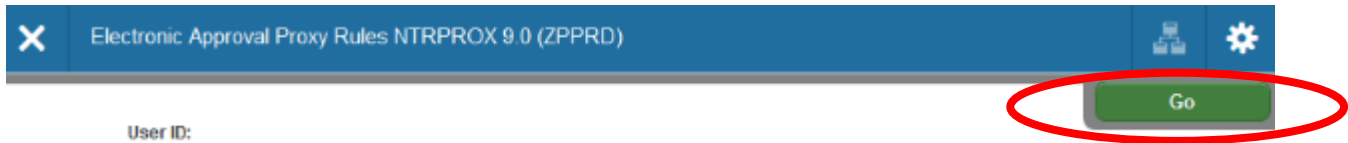


NTRPROX

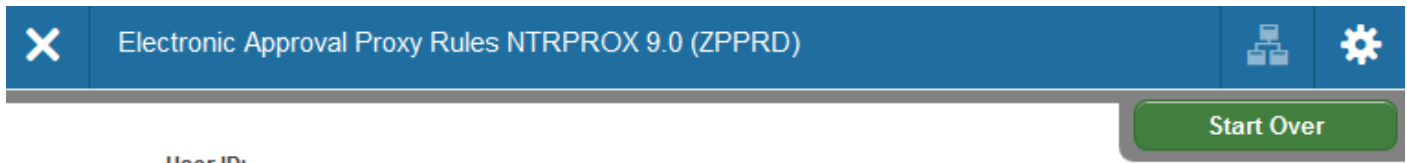
The Electronic Approval tab is used to enter the user ID's of those that can **proxy** and approve EPAF's. (HHOME, HHIRE = to department head/director level approvals; DHOME, DHIRE = to dean/vp level approvals)

Go to **NTRPROX**



You will need to enter the user ID's in all level code lines. This example has two level codes. HHIRE and HHOME. Highlight (click on the desired line) the level code line and then put your cursor down in the proxy ID field. Type in the user ID of the person who can approve for you.

Click the **“SAVE”** tab or **F10**



Electronic Approval		Other Modules	
▼ DEFAULT LEVEL DESCRIPTION + Insert - Delete Copy Filter			
Level Code	Description	Approval Level	
DHIRE	Hiring Department Dean/VP	15	
DHOME	Home Department Dean/VP	25	
HHIRE	Hiring Department Head/Dir	10	
HHOME	Home Department Head/Dir	20	
◀ ◁ 1 of 1 ▷ ▶ 5 Per Page Record 1 of 4			
▼ PROXY + Insert - Delete Copy Filter			
Proxy ID *	Name	Admin ID	
A0555555	Dennis Toffice		
◀ ◁ 1 of 1 ▷ ▶ 10 Per Page Record 1 of 1			

Then highlight any other level codes and repeat entering the user ID again. **SAVE**.

Electronic Approval		Other Modules	
DEFAULT LEVEL DESCRIPTION + Insert - Delete Copy Filter			
Level Code	Description	Approval Level	
DHIRE	Hiring Department Dean/VP	15	
DHOME	Home Department Dean/VP	25	
HHIRE	Hiring Department Head/Dir	10	
HHOME	Home Department Head/Dir	20	
1 of 1 5 Per Page Record 2 of 4			
PROXY + Insert - Delete Copy Filter			
Proxy ID *	Name	Admin ID	
A0555555	Dennis Toffice		
1 of 1 10 Per Page Record 1 of 1			

To remove a User ID, highlight the user ID and click on “Delete” button. Repeat for each level code.

The **Other Module** tab is used to set up proxies for those that can approve **Time/Leave** in Banner. Users can also use this tab to setup a **proxy** to assist them with **entering Time/Leave**.

Enter the user **ID** in the **Proxy** box. **SAVE**.

Electronic Approval Proxy Rules NTRPROX 9.0 (ZPPRD) Start Over

User ID: A0555555

Electronic Approval
Other Modules
+ Insert - Delete Copy | Filter

Proxy ID *	Description	Admin ID
A0555555	Dennis Toffice	
<input type="text"/>	...	

1 of 1 | 7 Per Page Record 2 of 2

PROXY MODULES
+ Insert - Delete Copy | Filter

Modules	Modules Description
TIME	...

1 of 1 | 5 Per Page Record 1 of 1

Enter **TIME** in the Proxy modules box. **SAVE**.

To remove the user, you need to highlight the **TIME** and then click on “record” “remove”. **SAVE**.