

How to Assign a Proxy in Self-Service

Go to Self-Service: https://selfservice.wittenberg.edu/

From the home page, click the **Employee** box.



Next, click the **Employee Proxy** box



Click 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)



