

Setting Up a Proxy

- Log into My Sam
- Click the **Employees Tab**
- Click the **Banner Employee Profile** link

The screenshot displays the My Sam website interface. At the top, the Sam Houston State University logo is on the left, and navigation links for SHSUOnline, Blackboard, E-mail, SamWeb, and Logout are in the center. The 'My Sam' logo is on the right. A dark blue sidebar on the left contains a menu with the following items: All Users, Campus Resources, My Account, Registration, Employees (highlighted), Faculty, and Students. The main content area is divided into several panels:

- Travel**: A list of links including Chrome River, Concur Booking Tool, CTP Travel Resources, Forms, Policies, Procedures, GSA - Meal & Lodging Rates, Currency Converter, and Travel Card Login.
- Human Resources**: A list of links including Annual Performance Appraisal, PeopleAdmin, Human Resources Policies, Human Resources Forms, Holiday Schedule, Summary of Benefits, ERS- Texas Employees Group Benefits Program (GBP), New Employee Benefits Orientation Schedule, Graduate Student Insurance Information, Employee Wellness Program, KatSafe Emergency Management, Talent Management, Training, Leadership Academy, Staff Hiring Manager's Resources, and Human Resources Website.
- Banner - Administrative Applications**: Contains links for Banner Administrative Applications, Document Management (BDM), Banner Employee Profile (highlighted with an orange arrow), and Banner Workflow. It also includes text about access requirements for these services.
- IT@Sam Newsletter**: Features a graphic with the text 'IT@Sam Newsletter Communicate + Collaborate'.
- Budget and Finance**: Contains a link for Finance Self Service (SSB).
- COGNOS Reports**: Includes text about access requirements and a link to the COGNOS website, with a blue button labeled 'COGNOS' below.
- Employee Extras**: Contains a section for Graduation for Faculty/Staff Employees with text about reserved seating.


- Click on **Approve Time**

https://banxeappx-banmonth.shsu.edu/EmployeeSelfService/ssb/hrDashboard#/hrDashboard

Sam Houston State University

Employee Dashboard

Employee Dashboard

 **Sammy Bearkat**
[My Profile](#)

Pay Information

Latest Pay Stub: 08/03/2020 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings

Benefits

Taxes

My Activities

[Enter Leave Report](#)

[Request Time Off](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

- Click on **Proxy Super User**

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Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

[Approvals](#) [Leave Report](#) [Leave Request](#)

Timesheet

[Proxy Super User](#)

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

- Act as Time Entry Approvals Superuser
- Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Wetuski, Jaice D. - [Payroll]

Existing Proxies

Add a new proxy

Employee Name - [Home Organization]

No records found

- Click on the **Add a new proxy** button
- Choose the employee needing to be adding from the drop-down menu
 - Note: Employees are listed in alphabetic order by last name. If the person needed is not listed, please contact the Payroll Office.
- Once selected, the proxy will be listed under Existing Proxies.

Existing Proxies

Add a new proxy

Select Employee to add as Proxy

Employee Name - [H

- Abbott, Louise I. - [IT Client Services]
- Abbott, William H. - [SAM Center]
- Aboulatta, Raghda - [Residence Life]
- Abram, Jessica M. - [Residence Life]
- Abrego, Martha - [SRSU Purchasing]
- Acosta, Maria D. - [Custodial Services]
- Adams, Andre J. - [LSC]

Existing Proxies

Add a new proxy

Employee Name - [Home Organization]

Morua, Joanna M. - [Payroll]

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Morua, Joanna M. - [Payroll]

- To remove an existing proxy, select the check box next to the employee's name, and hit the **Delete proxies** button.