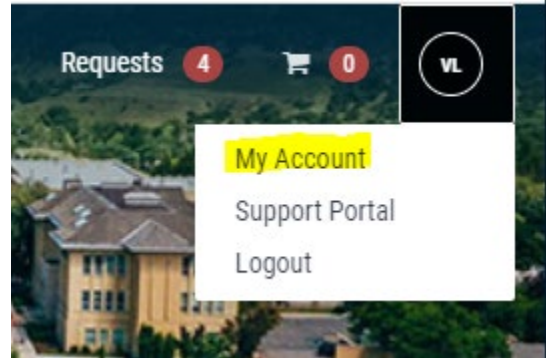


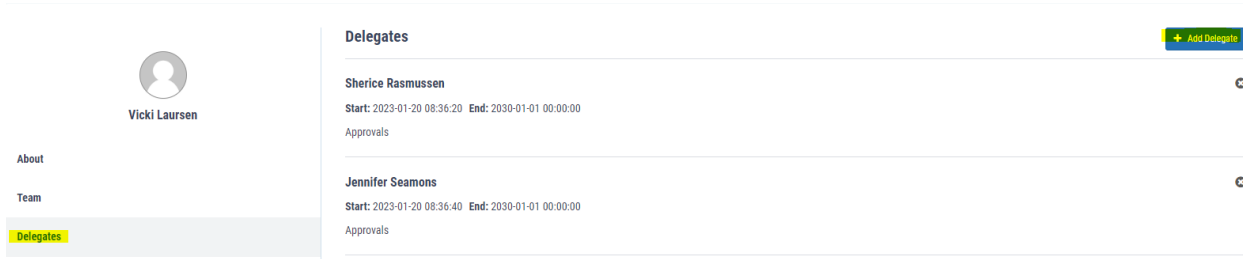
To Assign Proxies:

ServiceNow:

Log into ServiceNow and select to view your account in the upper right corner.



Select Delegates from the option at the left and select “Add Delegate” at the right.

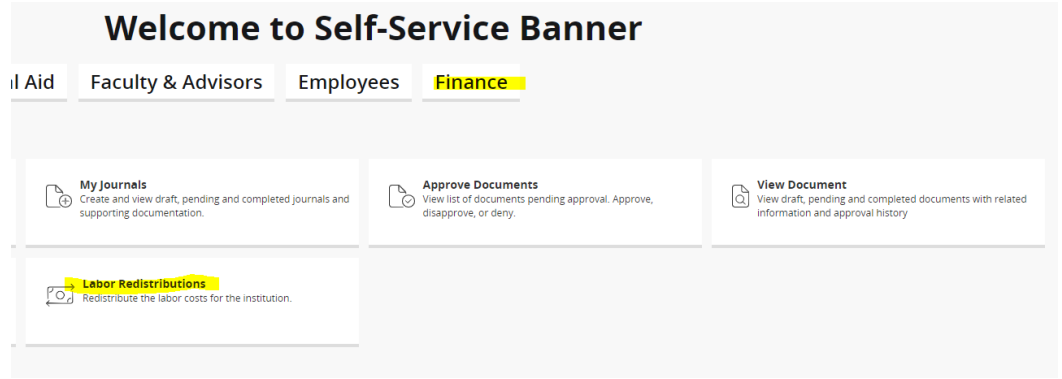


Search for the name of the person you would like to delegate and select the types of things you would like them to proxy for. You'll also need to enter dates here. If you don't have a specific end date, then just enter something far into the future. Then select submit. The proxy will need to log out and log back in to Service Now for these changes to take.

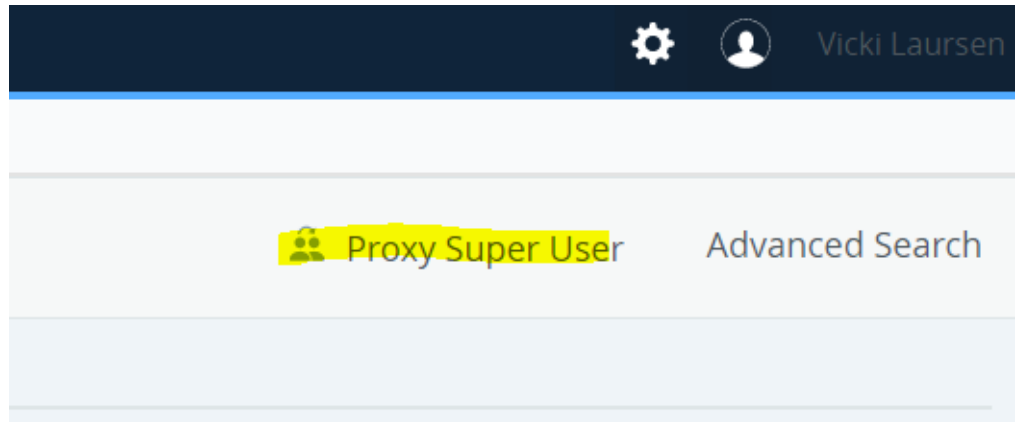
A screenshot of the 'Add Delegate' form in ServiceNow. The form title is 'Add Delegate' with a close button (X). Below the title is a descriptive text: 'Delegates (proxy users) may act on your behalf to approve requests (such as employee leave, travel, p-card transactions, key requests, etc...)'. There is a text input field for the delegate's name and dates. Below that is a dropdown menu for 'Delegate *'. There are two date pickers for 'Starts *' and 'Ends *', both with the format 'YYYY-MM-DD HH:mm:ss'. A large text box contains a disclaimer: 'By checking the box below, I grant this delegate access to my approval requests and the ability to take action on my behalf. I understand, unless the notifications box below is checked, the delegate will not receive email notifications and will need to visit the Activity Dashboard or https://approve.usu.edu to review and take action on approval requests.' There are two checkboxes: 'Approvals' and 'Send approval notifications to delegate'. Below that is another disclaimer: 'By checking the box below, I grant this delegate access to my tasks and the ability to take action on my behalf.' There is a 'Tasks' checkbox. At the bottom right is a 'Submit' button.

Labor Distributions:

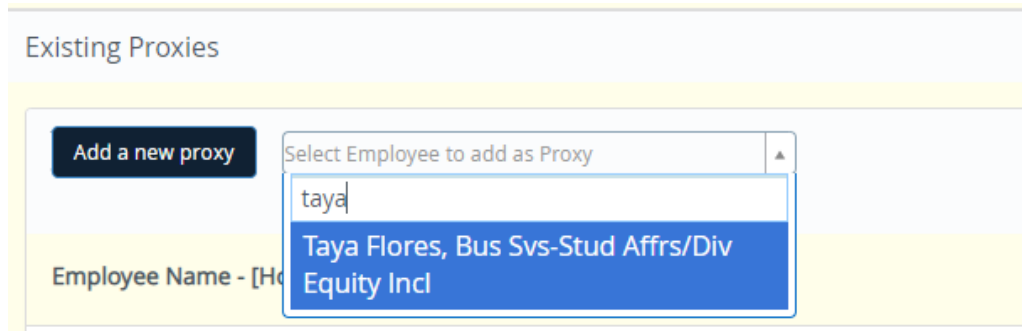
From the Banner Self Serve Home page, select Finance from your options at the top, then select Labor Redistributions.



From here you will need to Close the Search Box that opens first and then select "Proxy Super User" at the top right.



Select "Add a New Proxy" and click into the search box and begin typing the person you are looking for. You will need to click on their name to select them.



Banner Admin:

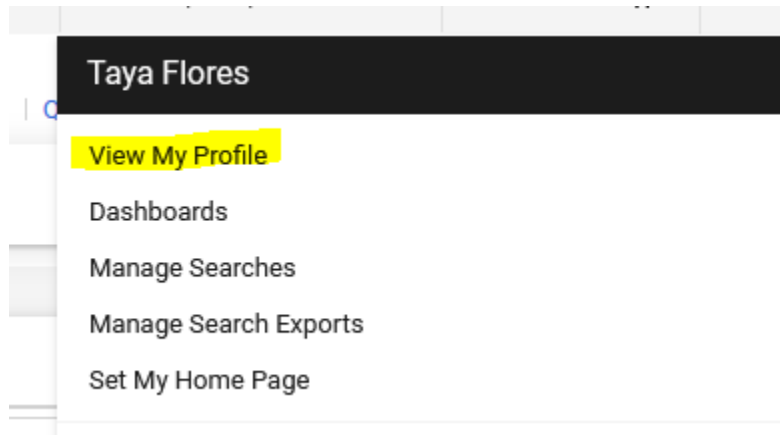
See instructions from Controller’s office here to set up EPAF approval proxies:

<https://www.usu.edu/hr/files/resources/banner/ntrprox.pdf>

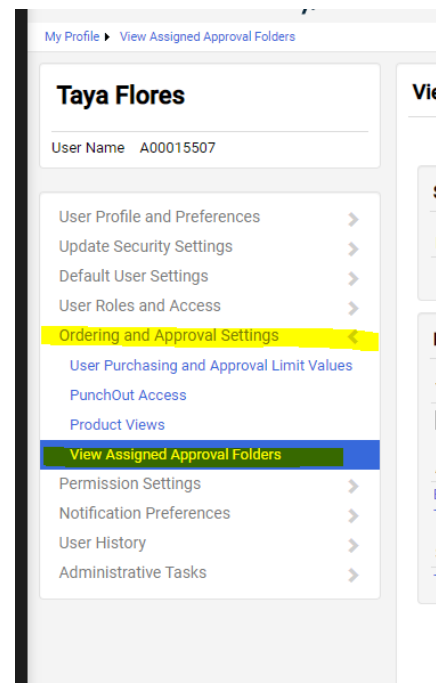
To set up a proxy for Journal Voucher or other Banner finance approvals, visit with your Business Manager to add the proxy to the department hierarchy.

EZ Buy:

Log in to EZ Buy. View your profile by clicking the person in the top right corner:



Select “Ordering and Approval Settings” from the left navigation menu, and then select “View Assigned Approval Folders.”



Select the type of folder under “refine search results” and select Requisitions. This should bring up all the folders you are an approver for at the right. Select the box at the top to select all the folders, or individually select which folders you want to create a proxy for. The select “Go” at the top to assign a substitute.

View Assigned Approval Folders

Showing 1 - 20 of 87 Results **All Folder Results** **Assign Substitute to Selected Folders** **Go**

Results Per Page: 20 Sort by: Folder name ascending Page 1 of 5


| Folder Name | Approver | Substitute | Actions |
|--|-------------|-------------|--------------------------|
| CLVPSS Student Affairs | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| DPCCES Center for Community Engagement (2) | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| DPCOND Student Conduct & Community Stndrds (2) | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| DPCOUN Counseling (2) | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| DPHLTH Student Health Services (2) | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| DPRESL Residence Life(2) | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| DPSILC Student Involvement & Leadership(2) | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| DPSTUD Vice President-Student Affairs | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| DPUTCC Utah Conservation Corps (2) | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| DPVPSL Campus Recreation | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| DPVTRN Veterans Resource Office (2) | Taya Flores | | <input type="checkbox"/> |
| My PR Approvals | Taya Flores | | <input type="checkbox"/> |
| My PR Approvals (Eric Olsen) | Eric Olsen | Taya Flores | |
| UCR003 Campus Recreation - Department Head Level 4 | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| UCR009 Club Sports Level 4 | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| UCR010 Outdoor Program - Trips Level 4 | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| UCR011 Aquatics/Store - Lawrence, Daniel Level 4 | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| UCR012 Campus Rec - Galliher, Daniel Level 4 | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| UCR014 Campus Rec - Lawrence, Daniel Level 4 | Eric Olsen | Taya Flores | <input type="checkbox"/> |
| UCR015 Campus Rec - Bray, Amanda Level 4 | Eric Olsen | Taya Flores | <input type="checkbox"/> |

Results Per Page: 20 Page 1 of 5

Click in to the search box and search for the person you want to make a substitute and then click assign.

Assign Substitute Close Assign S

Include Date Range for Substitution

Substitute Name ★ 

★ Required

Assign **Close**

This should show the new substitute. **Go back to the type box** to find other folders under Purchase Orders, Invoices, etc. and repeat adding a substitute to each type of transaction.

| Approver | Substitute | Actions | <input type="checkbox"/> |
|-------------|-------------|-----------------------------------|--------------------------|
| Taya Flores | Katie Burns | Remove Substitute | <input type="checkbox"/> |
| Taya Flores | Katie Burns | Remove Substitute | <input type="checkbox"/> |
| Taya Flores | Katie Burns | Remove Substitute | <input type="checkbox"/> |
| Taya Flores | Katie Burns | Remove Substitute | <input type="checkbox"/> |

Aggietime:

Proxies for Aggietime approvals can be set up through your Business Services Personnel Specialist.