TO:  Web Time Entry Primary Approvers  
FROM: Jennifer McLean, Payroll Operations Manager  
RE: Self-Service Proxy Maintenance  

We are pleased to announce an enhancement to Web Time Entry (WTE) and approval queue maintenance. Those already designated as WTE primary approvers will now be able to maintain their proxy approver authorizations, both additions and removals as appropriate.

1. Log into banweb: banweb.pdx.edu:

PSU Information System

Please enter your PSU ID Number or Odin ID and your password. Then click Login.
To protect your privacy, please Exit and then close your browser when you are finished using the PSU Information System.

Forgot your password? Enter your PSU ID Number or Odin ID then click Forgot password.

By logging into the PSU Information System, you indicate that you have agreed to the PSU Acceptable Use Policy.

Portland State’s portal, myPSU, is here!

Students and employees can now join the myPSU portal. This interface is a one-stop site for all PSU information and communications, including banweb (this site), employee information, and other news. First-time users of the portal need to synchronize their Portland State computer accounts, or create an initial account, using SAM (Odin Account Manager). Then, using the Odin ID and new password, students and employees can go to myPSU (http://my.pdx.edu) and immediately use and customize their portal site.
2. From the Employee Services tab, select “Time Sheet.”

3. Click on the “Proxy Set Up” link in the lower middle of the page.
4. You will see a list of currently assigned proxies, if any.
5. To REMOVE a proxy, click on the “remove” box to the right of the individual’s name.

6. To ADD a proxy, click on the “Select a New Proxy” drop-down list.
   The drop down list is sorted by last name and contains all PSU faculty and staff eligible to be a proxy approver. Please note that not all employees are eligible to hold fiscal responsibility. Students, Graduate Assistants and Temporary employees are not able to be WTE proxy approvers.

7. Click the box to certify your update.
When employees who are designated as proxy approvers leave employment with the university or change to an employment status that is not eligible to be a proxy approver they will be removed automatically from proxy status. You will receive an email notice of this change. It is also recommended that you periodically check your proxy list for accuracy, and to make sure that you have adequate backup to cover web time transaction approvals in your absence.

If you have any additional questions about WTE approvals or functionality please feel welcome to contact us as follows:

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