How do I set up a proxy in Web Time Entry (WTE)?

Tell Me

WTE proxies should be set up and/or reviewed at the beginning of each academic year. WTE supervisors can set up more than one proxy. WTE supervisors should consult with their business officers regarding departmental best practices for WTE proxies.

2. Email payrolldept@uncc.edu if the supervisor is out and you need to approve a timesheet (either because no proxy is set up or the proxy is also out).

Related FAQs

- What happens when I clock-in/out on different days in Web Time Entry (WTE)?
- How will I know if an employee is set up in Web Time Entry (WTE)?
- Will Web Time Entry (WTE) reminders be sent out?
- When should an Electronic Personnel Action Form (EPAF) be submitted?
- How do I set up a proxy in Web Time Entry (WTE)?