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

Tell Me

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)?