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

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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.

1. Reference the WTE Approver’s Guide on the Financial Services website for proxy setup instructions.
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

- How do I request Administrative Leave COVID-19 in Web Time Entry (WTE)?
- How do I locate a timesheet 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 add the EPAF submission Google calendar?