

PAYROLL APPROVAL ROUTING

ORG: _____

DEPT: _____

ORG: _____

DEPT: _____

ORG: _____

DEPT: _____

Approver – authorized to validate/approve time entered

APPROVER NAME: _____

APPROVER G#: _____

EXT: _____

APPROVER FOR: Monthly Leave Reporting

APPROVER FOR: Bi-Weekly Web Time Entry: Full-Time Part-Time

Proxy (Back-Up Approver) - authorized to validate/approve time when approver cannot

Two steps are needed to set up a proxy for back up approvers.

1) Notify payroll by submitting this form. 2) Approver MUST also set them up via SOS.

PROXY: _____

EXT: _____

PROXY FOR: Monthly Leave Reporting

PROXY FOR: Bi-Weekly Web Time Entry: Full-Time Part-Time

2nd PROXY: _____

EXT: _____

PROXY FOR: Monthly Leave Reporting

PROXY FOR: Bi-Weekly Web Time Entry: Full-Time Part-Time

Approver's Signature: _____ Date: ____/____/____

For Payroll Use Only

POSN _____ PTRUSER _____ NTRRQUE _____ PSAECLS _____ PSAORGN _____