

WEBER STATE UNIVERSITY
NON-EXEMPT STAFF TIME ENTRY
SUPERVISOR APPROVAL ACCESS REQUEST FORM

Organization Code _____ (5 digit) Organization / Department Name: _____

Note: Both a Primary and Back-up Approver are required.
 Overtime Approvers will only approve payout of overtime/comp time.

	W Number	Name (Please Print)	Ext.
Primary Approver			
Back-up Approver			
Overtime Approver (as designated by Provost or VP)			
Back-up Overtime Approver (as designated by Provost or VP)			

Approvers are given access to both edit employee hours worked and/or approve employee hours worked.

Overtime Approvers and Department Heads are given full access to their employees' attendance records.

The Supervisors above request access privileges to the Non-Exempt Staff Time Entry system for the department(s) listed and understand that all information on this system is private. There are significant penalties for inappropriate release of private information to anyone not having a legitimate business reason to know.

Approvers will follow the established Weber State University processes to verify employee hours worked each week no later than 10:00 a.m. the following Monday.

 Primary Approver Signature

 Back-up Approver Signature

 Overtime Approver Signature

 Back-up Overtime Approver Signature

<p>APPROVAL SIGNATURE</p> <p>Department Head _____</p> <p>Date _____</p>	<p>Payroll Office Use Only</p> <hr/> <p>Date Access Given: _____</p> <p>By Whom: _____</p> <p>Date Employee(s) Notified: _____</p>
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RETURN TO PAYROLL, MC 1021 or FAX to ext. 7648