

**TIME ENTRY APPROVER / DEPARTMENT TIME ORIGINATOR
AUTHORIZATION FORM**

I APPROVER/ ORIGINATOR PERSONAL INFORMATION	Employee Name: Last First Middle Bear Pass Number					
Banner User ID Department or Office Campus Phone						
II ROLE ASSIGNMENT	Check One: ☐ Approver ☐ Department Time Originator Required: All Approvers and Originators need a designated proxy.					
Proxy Employee Name: Last First Middle Bear Pass Number						
III ASSIGNMENT TYPE	Check One: ☐ Interim ☐ Permanent Is this a replacement Approver/Organator? ☐ Yes ☐ No If Yes, for whom? _____ Name & Bear Pass Number Effective Date _____ (mm/dd/yyyy) This date should be at the start of a pay period, e.g. 1 st or 16 th					
IV EMPLOYEES ASSIGNED TO APPROVER/ ORIGINATOR (continuation for additional entries)				Time/Leave Entry Type		
	Last Name	First Name	Bear Pass Number	Time Sheet	Leave Report	Dept. Time Entry
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V COMMENTS						
Payroll Use Only Initial & Date_____ TSØ#_____ Beginning Payroll Number_____			VI APPROVAL _____ Department Head/Director (Print) _____ Signature Date			

Distribution: Forward original form to the Payroll Office. Department retain 1 copy for their files and provide 1 copy to the employee.