Approval Group Change Form

New employees will automatically be placed in approval groups per the new hire paperwork. Changes below are for adjustments which only affect time sheet approval, not supervisory changes which should be reported using the Employee Action Change Form and sent to OHR, Employee Classification and Compensation.

Grant an Employee Permission to Approve Time Sheets:

Action:

New Approver Name:   New Approver EMPLID:

Approval Group Name/Timekeeper Location:
(Example: NEWEMPGRP)             (Example: 223)

Prior Approver to be Removed (if applicable):

Reassign an Employee to a New/Different Approval Group:

Employee Name:

EMPLID:   Employee Record #:

New Approval Group Name/Timekeeper Location:

Create a New Approval Group:

Name/Function of the New Group: (Example: Student Interns in HR)

Timekeeper Location:   Will Be a Subgroup of:

Primary Approver:   Secondary Approver (optional):

Timekeeper (optional):

Remove, Delete, or Deactivate an Approver or Group

Action:           Name of Approver/Group:

Effective Date   Requested By  Date
Approval Group Change Form FAQ

Q. Must I complete a new form for each change? For example, if I am removing an Approver and adding a new one, do I need to complete two forms?

A. You may use the same form for multiple related actions.

Q. May I use one form for multiple employees being transferred from one group to another?

A. You would need to complete a separate form for each employee.

Q. If an Approver/Timekeeper leaves the department, the new Approver/Timekeeper has not yet been hired, and the person designated to approve in the interim already has access to the group, do I need to complete a form?

A. You would complete a form to remove the prior Approver/Timekeeper. If the interim Approver/Timekeeper does not already have access, you would complete a form requesting access for this individual. For example - A Chair leaves the department and the Dean will be approving time sheets until a new Chair has been hired. You would complete the form to remove the former Chair, but as the Dean already has access, you need not specifically list the Dean as the new Approver.

Q. Who may be designated as an Approver?

A. Approvers should be the actual supervisor of the department or group. This person must have supervisory authority and active knowledge of the employees’ leave usage and hours worked.

Q. Must a Secondary Approver and/or Timekeeper be designated?

A. Having a Secondary Approver/Timekeeper is at the discretion of the department supervisor.

Q. Must I complete a form for a brand new employee or one who has transferred?

A. New employees and transfers/promotions will be reassigned to the department by OHR per the new hire or transfer paperwork. If the new hire or transfer needs to approve time sheets, you would complete the form.

Q. Our department restructured and now has different work groups. Do we need an approval group for each?

A. As long as the Approver(s) have access to the correct time sheets, there is no need to create a new group or rename an old one. The Approval Groups are for time sheet approval access only. New groups are only needed if there is a unique Approver, who is not already assigned to approve for an Approval Group.

Q. May I designate two Primary Approvers for a group, or have a different Approver for Contingent time sheets, than for Regular time sheets?

A. The system only allows for one Primary Approver per group. If more than one person needs to be able to approve for a group, one must be designated as the Secondary Approver. Only the Primary Approver will appear on the employee’s time sheet as the Supervisor.