Time Entry Departmental Data
For Timesheets

Payroll Type: _____ Student   _____ Semi-Monthly   _____ Monthly

Timekeeping Location: _____   Department: _____

Approver: _____   Approver Position #: _____
                                                                                        Approver Banner ID#_____

Approver Proxy 1: _____   Proxy 1 Position #: _____
                                                                                        Proxy 1 Banner ID #_____

Approver Proxy 2: _____   Proxy 2 Position #: _____
                                                                                        Proxy 2 Banner ID _____

Definitions:

Approver: The supervisor who signs the timesheets.

Proxy: Someone who can act on the approver's behalf to access and approve time in the event that the approver is unavailable. Every approver MUST have at least one proxy and may have up to 2 proxies.

_____   _____

Chair / Director Signature   Date