Web Time Sheet Approver Change Form

New employees will automatically be placed in approval group per the new hire paperwork. Changes below are for adjustments which only affect time sheet approvals, not supervisory or organizational changes, which should be reported using the Payroll Action Form.

Effective Date:					
Timekeeping Org(s):					
Current Approver					
Position # CWID			Employee Name		
New Approver					
Position #	CWID		Employee Name		
Change for the followi	ing employees	(attach ad	ditional names if required)		
CWID	Employee Name				
Authorization Approvals					
New Approver Signature & Date:					
Dean/Director Signature & Date:					

Please email completed form to Business Affairs - Data Entry (dataentry@nsula.edu) for processing.