

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 following employees (attach additional 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.