 **E-TIME ACCESS/CHANGE FORM**

**Accounting Department**

***Form due Friday Non-Pay week before 12PM***

**E-TIME MEMBER /TIMEKEEPER/APPROVER ADDITIONS**

**GROUP NAME**: **Cost Center Number**:

(Name and badge# of approver) Please note ONLY one form per cost center

NEW EXISTING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name** | **Employee Badge #** | **Timekeeper**  **(place X in the column to add)** | **Member**  **(place X in the column to add)** | **Approver**  **(place X in the column to add)** |
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**E-TIME MEMBER/TIMEKEEPER/APPROVER REMOVAL**

**GROUP NAME**: **Cost Center Number**:

(Name and badge# of approver) Please note ONLY one form per cost center

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name** | **Employee Badge #** | **Timekeeper**  **(place X in the column to remove)** | **Member**  **(place X in the column to remove)** | **Approver**  **(place X in the column to remove)** |
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**APPROVAL**

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| --- |
| **Authorizing Name** *(Please Print)*:  (Should be cost center manager or higher) |
| **Authorizing Signature**: Date: |

***PROCESSED BY/DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Send completed form to: Accounting Department- Payroll. Mail Stop: 99-20-1***

**E-TIME FORM INSTRUCTIONS**

**E-TIME MEMBER /TIMEKEEPER/APPROVER ADDITIONS:**

***Group Name***: This is the name of the approver and the badge #

***Cost Center Number***: This is the cost center assigned to the approver. Please note that there is only one form per cost center. Approvers may exist in more than one cost center.

***New or Existing***: Check "New" if this is a new group set up or "Existing" if this is an existing group.

***Employee Name*:** This is the name of the employee for whom the change is required

***Employee Badge #***: Enter the badge # for the employee for whom the change is required

***Timekeeper/ Member / Approver***: Place an “X” in the appropriate column. An employee can have multiple roles, e.g. member and timekeeper, approver, etc;

**E-TIME MEMBER/TIMEKEEPER/APPROVER REMOVALS:**

***Group Name***: This is the name of the approver and the badge #

***Cost Center Number***: This is the cost center assigned to the approver. Please note that there is only one form per cost center. Approvers may exist in more than one cost center.

***Employee Name*:** This is the name of the employee for whom the change is required

***Employee Badge #***: Enter the badge # for the employee for whom the change is required

***Timekeeper/ Member / Approver***: Place an “X” in the appropriate column *to remove*. An employee can have multiple roles, e.g. member and timekeeper, approver, etc;

**APPROVAL**

***Authorizing Name:*** The cost center manager or higher that is authorizing the change

***Authorizing Signature***: The signature of the cost center manger or higher who is authorizing the change.

**FORM DEADLINE:** E-time change requests should be received by Payroll by noon on non-pay day Friday.