



## Changing Time Sheet Approvers and/or Supervisor Payroll - Human Resources

**Changes to:**     Approver     Supervisor     Both

Effective Date (DD-MON-YY):

### Current Approvers / Supervisor

Approver/FYI	ID Number	Name	Position Number
Supervisor			
1 <sup>st</sup> Approver			
2 <sup>nd</sup> Approver			
FYI			

### New Approvers / Supervisor

Approver/FYI	ID Number	Name	Position Number
Supervisor			
1 <sup>st</sup> Approver			
2 <sup>nd</sup> Approver			
FYI			

### Change for the Following Employees (attach list if required)

ID Number	Name	Position Number

### Authorization Approval (Current Approver, Dean or Director)

Department / Faculty Name:

Signature:

Print Name:

Date: