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





**Changes to:**

|  |
| --- |
| Effective Date (DD-MON-YY): |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Approvers / Supervisor** | | | |
| Approver/FYI | ID Number | Name | Position  Number |
| Supervisor |  |  |  |
| 1st Approver |  |  |  |
| 2nd Approver |  |  |  |
| FYI |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Approvers / Supervisor** | | | |
| Approver/FYI | ID Number | Name | Position  Number |
| Supervisor |  |  |  |
| 1st Approver |  |  |  |
| 2nd Approver |  |  |  |
| FYI |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Change for the Following Employees (attach list if required)** | | |
| ID Number | Name | Position  Number |
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| **Authorization Approval (Current Approver, Dean or Director)** |
| Department / Faculty Name: |
| Signature: |
| Print Name: |
| Date: |