



Disbursements Office

This form should be used for assigning approvers to a new or existing employee in TimeClock Plus. When the form is completed, please scan and email to Payroll@ferris.edu or fax to X-2975.

Employee (Please print)

Employee Status (Check one) New Transfer

Name: _____

Banner ID: _____

Department: _____

Approver 1 (Please print)

Approver Type (Check all that apply)

<input type="checkbox"/> Timecard Manager	<input type="checkbox"/> Leave Request Approver	<input type="checkbox"/> Timesheet Reviewer
* Edit/Approve/Add time * Approve/Deny/Delete requests	*Approve/Deny/Delete requests (no edits)	*Edit/Add time (no approval)

Name: _____

Banner ID: _____

If applicable, please fill out additional approvers:

Approver 2 (Please print)

Approver Type (Check all that apply) Timecard Manager Leave Request Approver Timesheet Reviewer

Name: _____

Banner ID: _____

Approver 3 (Please print)

Approver Type (Check all that apply) Timecard Manager Leave Request Approver Timesheet Reviewer

Name: _____

Banner ID: _____

Supervisor Approver Signature: _____ Date: _____

For Disbursements Office Use Only

Disbursements Approval: _____ Tracked: _____ Date: _____ E-mail Sent: _____