FERRIS STATE UNIVERSITY

Disbursements Office

TimeClock Plus Department Approval Form

This form should be used to add and/or remove an approver for a whole department in TimeClock Plus.
When the form is completed, please scan and email payroll@ferris.edu or fax to X-2975.

New Approver *(Please print)*

Employment Status (*Check one*) ☐ **New**   ☐ **Transfer**

Name:_____

Banner ID: _____

Department: _____

Approver Type (*Check all that apply and select option 1 or 2 below for access*)

Timecard Manager	Leave Request Approver	Timesheet Reviewer
* Edit/Approve/Add time * Approve/Deny/Delete requests	* Approve/Deny/Delete requests (no edits)	*Edit/Add time (no approval)

1. Copy previous approver's access. This is a direct copy of employee lists, reporting, and approval access.

2. Custom access. Please describe below in the notes section or attach additional documents of the requested custom access.

Describe in detail the names of all employees that this manager/ approver/ reviewer needs to view and/ or approve.

Notes:

Supervisor Approver Signature:_____ Date:_____