

TimeClock Plus Department Manager 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: _____

Email notifications for time off: Yes No

Approver Type *(Select one)*

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)

Please describe below in the notes section the names of the employees that this manager should have access to or attach additional documents of the requested access.

Notes:

Supervisor Approver Signature: _____ Date: _____



Disbursements Office