



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](mailto:Payroll@ferris.edu) or fax to X-2975.

Employee (Please print)

Employee Status (Check one)  New  Transfer

Name: \_\_\_\_\_

Approver 1 (Please print)

Approver Type (Select one)

<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: \_\_\_\_\_

Email notifications for time off: Yes  No

If applicable, please fill out additional approvers:

Approver 2 (Please print)

Approver Type (Select one) Name:  Timecard Manager  Leave Request Approver  Timesheet Reviewer

Name: \_\_\_\_\_

Email notifications for time off: Yes  No

Approver 3 (Please print)

Approver Type (Select one)  Timecard Manager  Leave Request Approver  Timesheet Reviewer

Name: \_\_\_\_\_

Email notifications for time off: Yes  No

Supervisor Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Disbursements Office Use Only

Disbursements Approval: \_\_\_\_\_ Tracked: \_\_\_\_\_ Date: \_\_\_\_\_ E-mail Sent: \_\_\_\_\_