

Portland State University

WEB/DEPARTMENT TIME ENTRY APPROVAL AUTHORIZATION FORM

Complete one form for each position number.

Position Information		Effective Date:	
Position No.		Organization Code	
Department		Mail Code	
Position Type: <input type="checkbox"/> Student Regular Wage <input type="checkbox"/> Student Work Study <input type="checkbox"/> Temporary Staff <input type="checkbox"/> Hourly Academic Wage			
Time Entry Type: <input type="checkbox"/> Employee WEB <input type="checkbox"/> Department (Must complete Timekeeper Identification Form)			

Identify the approver for the position number listed above. This approver is the individual responsible for electronically certifying the accuracy of hours reported and labor distributions charged (IE. Signing the timesheets electronically).

Approver Information			
Name		Position Number	
Email address		Phone	
Does individual currently have Banner Access?		If yes, what is Banner Login ID?	
Is individual replacing someone?	If yes, who?	Banner Login ID	
Signature			Date
Office Use Only <input type="checkbox"/> NTRPROX <input type="checkbox"/> PHATIME <input type="checkbox"/> PHADSUM <input type="checkbox"/> TEA List			

Please identify two proxy approvers. The "Proxy" will assume timesheet certification authority in the event of the Primary Approver's absence.

Proxy 1 Information			
Name			
Email address		Phone	
Does individual currently have Banner Access?		If yes, what is Banner Login ID?	
Signature			Date
Office Use Only <input type="checkbox"/> PHATIME <input type="checkbox"/> PHADSUM <input type="checkbox"/> TEA List			

Proxy 2 Information			
Name			
Email address		Phone	
Does individual currently have Banner Access?		If yes, what is Banner Login ID?	
Signature			Date
Office Use Only <input type="checkbox"/> PHATIME <input type="checkbox"/> PHADSUM <input type="checkbox"/> TEA List			

Signatures	
Department Head/Director/Chair	Date