



Web Time Entry Security Setup

Department Information:

Department Name: _____ Request Date: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____ Timesheet Org(s): _____

Department Approval Method:

Option 1 – Electronic: Payroll data is entered into the secure HR website (DTE) by departmental data entry person. Approval of entry is performed online by department manager (i.e. Dean, Director, Chair) prior to payroll deadline.

Option 2 – Electronic w/ Manual Approval: Payroll data is entered into the secure HR website (DTE) and approved by departmental data entry person. A hard copy of the payroll data report is forwarded to department management for review, signature, and date, following payroll deadline. (This option grants the departmental data entry person implicit approval for data entries into the secure HR website. For audit purposes, the payroll data reports must be reviewed and signed off by department management prior to entry or no more than 7 days after entry.)

Department Payroll Entry / Approvers

List all individuals responsible for entering and/or approving payroll data;

NAME	POSITION	BANNER ID (790#)	PAYROLL ENTRY	PAYROLL APPROVAL

Additional information may be provided on the reverse side of this document. For assistance please call Human Resources at x 6766.

Department Authorization:

(Chair/Director Signature) (Print Name) (Date)

(Dean/Executive Officer Signature) (Print Name) (Date)