

## Update Authorized Signatures for Self-Service Employee Time Entry (Online Access)

For Self-Service Time Entry, all department administrators need to have on file 4 (four) different signatures for: 1) AUTHORIZED SUPERVISOR, 2) TIMEKEEPER SIGNATURE line 3) AUTHORIZED ADMINISTRATOR, and 4) AUTHORIZED ADMINISTRATOR PROXY (or Administrator Alternate) SIGNATURE line. Only names in signature lines 3 and 4 are the designated time approvers.

The Supervisor/Timekeeper will review on-line Self Service Time Entry Timesheets (SS-TE) and the Administrator/Designated Approver AND/OR authorized Proxy will be the final approver to push the department's approved hours to Payroll for payment processing.

Please provide Payroll with the following information and return this form to the Payroll Office. This form will be submitted to HRO where they make the requested changes in Colleague.

Department/Unit: \_\_\_\_\_

1. Authorized Supervisor: \_\_\_\_\_  
*(Reviewer ONLY – Timekeeper)*
2. Primary Timekeeper: \_\_\_\_\_  
*(Reviewer ONLY – Timekeeper)*
3. Authorized Administrator: \_\_\_\_\_  
*Time Entry Approver*
4. Authorized Administrator Proxy: \_\_\_\_\_  
*Time Entry Approver Alternative*

### EMPLOYEE PROXY ASSIGNMENT & AUTHORIZATION

Use the table and sign below to assign an acting employee a temporary role as timekeeper or time approver.

Proxy Role	Name	ID#	Start Date	End Date
Supervisor Timekeeper				
Administrator Time Approver				

Authorized by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date