



TIMECLOCK PLUS MANAGER REQUEST FORM

A manager’s responsibility is to ensure that employee’s time and attendance is accurately recorded before it is approved, which includes correcting missed punches and conflicting segments; and approving hours worked, leave requests, and leave taken. The manager cannot be an hourly employee, must be a bona fide (classified or non-classified benefits eligible) employee, and will not have elevated access to his or her own timesheet.

SUPERVISOR/REQUESTOR’S INFORMATION	
Requester’s Name (Last, First)	T#
Email Address	Net ID#
Job Title	Phone #
College or Department	
List time entry ORGs that the manager needs access to	
Do you need a new timesheet ORG created? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide the next available timesheet ORG number for your area.

MANAGER’S INFORMATION	
Manager’s Name (Last, First)	T#
Email Address	Net ID#
Job Title	Phone #
College or Department	

I request that the above-named person be granted manager access to employees in the requested ORG(s) to verify time reports and correct exceptions, missed punches, and/or other conflicting segments.

Supervisor/Requestor _____
Date

I consent to serve as the manager for the employees within the requested ORG(s). I understand that I will be responsible for verifying time reports and correcting exceptions, missed punches, and/or other conflicting segments.

Manager _____
Date

PAYROLL USE ONLY	
Date Received: _____	Date of Change: _____
Entered By: _____	Other: _____