



# TIMECLOCK PLUS TIMEKEEPER REQUEST FORM

A timekeeper’s duty is to enter leave on behalf of certain designated employees, as well as correct exceptions, missed punches, and other conflicting segments. The timekeeper is not a proxy and cannot approve timesheets and/or leave reports on the employee or supervisor’s behalf. Further, the timekeeper 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 timekeeper needs access to		

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

EXPLANATION AND JUSTIFICATION
Please briefly explain and provide justification as to why your department needs a timekeeper:

I request that the above-named timekeeper be granted access to enter leave on behalf of designated employees and/or correct exceptions, missed punches, or other conflicting segments in the above-named ORGs. I further understand that the timekeeper will be unable to approve/certify leave reports and that I, as the supervisor, will be required to submit the employee and supervisor weekly verification.

\_\_\_\_\_  
Supervisor/Requestor

\_\_\_\_\_  
Date

I consent to serve as the timekeeper for the above-named ORGs and to enter leave on behalf of faculty or non-classified, exempt employees within those ORGs.

\_\_\_\_\_  
Timekeeper

\_\_\_\_\_  
Date

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

Completed forms should be emailed to [payroll@ualr.edu](mailto:payroll@ualr.edu). Please contact the Payroll Office at 501-569-3136 or [payroll@ualr.edu](mailto:payroll@ualr.edu) with questions or if you need further assistance.