

Banner Time Sheet Approval Path Request Form - MU only

Submit Form to Payroll Office. See <http://www.marshall.edu/wte/> for additional information and guidance.

Financial Manager Name:

MU ID Number:

All hourly pooled positions default to an approval path that goes to the Financial Manager of the Banner Chart 1 Org in which the position is in (ex. 164300 will go to the Financial Manager for Banner Chart 1 Org 4300). We strongly suggest that each financial manager have at least one proxy - this is set up in Employee Self Service (ESS) by the Financial Manager. In order to allow the proxy or proxies to access Time Sheets, they must have the appropriate security rights. If you add a proxy or want to change the Orgs that an existing proxy may view in ESS, please complete the section below. (This section may also be used for security rights for a Time Sheet Org Approver Proxy.)

Proxy Security Request

Proxy Name:

MU ID Number:

Banner ID (if known):

Org Access (+ to add - to remove):

Proxy Name:

MU ID Number:

Banner ID (if known):

Org Access (+ to add - to remove):

Proxy Name:

MU ID Number:

Banner ID (if known):

Org Access (+ to add - to remove):

Attach additional forms if additional proxy changes are needed.

The Financial Manager with Proxy method will work for most approval paths, however if a particular set of time sheets need to have two individuals approve them or if time sheets within a particular Org need to have different approval paths, you must request that a Time Sheet Org(s) (TSO) be established (TSOs are in the format T#ORGN so the first TSO for Org 4300 would be T14300). We also strongly suggest any approver in a TSO also establish a proxy. If you need to add a TSO or change the approval path for a TSO, please complete the section below. If you wish to add or remove a proxy for a TSO Approver in ESS, please also complete the Proxy Security Request section above (use the TSO # in the Org Access field). **Note:** the TSO should be used on future PARs/EPAFs to indicate an employees time sheet should use that path - payroll will contact you on existing jobs.

Time Sheet Org Add/Update Request

Time Sheet Org:

Approver 1 Name:

MU ID Number:

Add

Change

Approver 2 Name:

MU ID Number:

Time Sheet Org:

Approver 1 Name:

MU ID Number:

Add

Change

Approver 2 Name:

MU ID Number:

Attach additional forms if additional Time Sheet Org changes are needed.

Financial Manager Signature/Date

Payroll Office Use Only

Approver/Proxy Form Required

Reviewed by Init./Date

Approval Path Form Required