

Lehigh University Payroll Office

Web Time Entry Approver and Proxy Form (fill in)

This form can be completed on the Web: <http://www.lehigh.edu/~inctr/Forms.shtml/#PR>

Instructions: Use this form for initial set-up (complete sections 1, 2, 4) or changes (complete sections 1, 3, 4) approvers and proxies associated with time sheet locations. Submit to the Payroll Office, 524 Brodhead Avenue.

SECTION 1:	Time Sheet Location Code (if known):	Z	Time Sheet Location Description:
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SECTION 2: USE THIS SECTION FOR INITIAL SET-UP OF THE APPROVER/PROXIES

Approver Banner Id/SSN	Approver Name	Approver E-mail Address	Action	Payroll Office Use
			ADD	Psn:
Proxy Banner Id/SSN	Proxy Name	Proxy E-mail	Action	
			ADD	
			ADD	
			ADD	

SECTION 3: USE THIS SECTION FOR CHANGES TO SET-UP OF THE APPROVER/PROXIES

CHANGE FROM			CHANGE TO		
Approver Banner Id/SSN	Approver Name	Approver E-mail Address	Approver Banner Id/SSN	Approver Name	Approver E-mail Address
Proxy Banner Id/SSN	Proxy Name	Proxy E-mail	Proxy Banner Id/SSN	Proxy Name	Proxy E-mail

SECTION 4:

Print the name of the Financial Manager/Authorized Signer	Date: / /
Signature of Financial Manager/Authorized Signer	Extension: