 **Time Sheet Approver Change Form**

New employees will automatically be placed in approval group per the new hire paperwork. Changes below are for adjustments which only affect time sheet approvals, not supervisory or organizational changes, which should be reported using the Payroll Action Form.

|  |
| --- |
| **Effective Date:** |

|  |  |
| --- | --- |
| **Current Approver** | |
| CWID | Employee Name |
|  |  |

|  |  |
| --- | --- |
| **New Approver** | |
| CWID | Employee Name |
|  |  |

|  |  |
| --- | --- |
| **Change for the following employees (attach additional names if required)** | |
| CWID | Employee Name |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Authorization Approvals** | |
| New Approver Signature: | Date: |
| Dean/Director Signature: | Date: |