MOUNT ROYAL UNIVERSITY 1910

APPROVER CHANGES FORM
(Requests/Changes/Removal)

To: Web Time Entry Administrator

From: _____

Department: _____

Date: _____

This is to advise that: _____

Printed Name, Title, Department

_____

SIGNATURE (Please Note: This signature will be used to verify approvals)   Ext: _____

@mtroyal.ca

MRU EMAIL address required

New Approver

Requesting Timesheet approval Authority for the following Org(s):

Org# [____] Org# [____] Org# [____] Org # [____] Org # [____] Org # [____] Org # [____]

Will be **Approving timesheets** for all employees on the above Org: Yes [____]   No [____]

If **NO** type the MRU # of the employees they will be approving (please attach a separate list for changes over 10 names):

MRU # [_____] MRU # [_____] MRU # [_____] MRU # [_____] MRU # [_____]

MRU # [_____] MRU # [_____] MRU # [_____] MRU # [_____] MRU # [_____]

Previous Approver

Removed Timesheet approval Authority for the following Org(s):

Org# [____] Org# [____] Org# [____] Org # [____] Org # [____] Org # [____] Org # [____]

Remove from the Approval Queue the following employees (please attach a separate list for changes over 10 names):

MRU # [_____] MRU # [_____] MRU # [_____] MRU # [_____] MRU # [_____]

MRU # [_____] MRU # [_____] MRU # [_____] MRU # [_____] MRU # [_____]

Note:

Effective date of change: _____

Designated Proxy : _____

Printed Name, Title, Department

Changes in Approvers Authorized by: _____

Printed Name, Title, Department

_____

SIGNATURE (Department Head)