



## Time Approver Change Form

**Instructions:** Complete this form if you need to change an employee's Time and Absence approver. Payroll will use this information to update OneUSG in order to ensure proper routing of Timesheets and Leave Requests. Once completed, **please email this form to Payroll at [payroll@westga.edu](mailto:payroll@westga.edu) and Human Resources at [hrdata@westga.edu](mailto:hrdata@westga.edu).**

### Employee Changing:

<b>Name:</b>	<b>Employee #:</b>	<b>Position #:</b>

**Effective Date of Change** (*Must be beginning of future pay period*): \_\_\_\_\_

Department Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Current Time Approver: \_\_\_\_\_ Current Time Approver Empl ID: \_\_\_\_\_

New Time Approver: \_\_\_\_\_ New Time Approver Empl ID: \_\_\_\_\_

**Check this box if you also submitted a Reports-To Supervisor Change Form**

Original forms are due by the "Deadline to Budget Services" date (*see payroll schedules*) to impact the current pay period. Any forms received after this date will be processed on the next pay period. This means the current Time approver will be responsible for any action needed for the employee to be paid on the current payroll. To maintain accurate employment files, please **complete this form for each employee** that will require the change.

Certification: I have reviewed the above changes and certify that 1) I agree to assume the indicated supervisory responsibilities for the employees listed above; 2) my scope of work and job description includes the supervision of employees and other duties assigned to me via this change; 3) the employee has also been informed of this change.

\_\_\_\_\_  
Current Time Approver Signature / Date

\_\_\_\_\_  
New Time Approver Signature / Date

<b>HR Updated: (Initials)</b>						
			<input type="checkbox"/>			
<b>Payroll</b>	<b>PA</b>	<b>DocM</b>	<b>Refresh Position</b>	<b>Initials</b>	<b>Date</b>	<b>Pay Group</b>

**If you have any questions, please contact Payroll at [payroll@westga.edu](mailto:payroll@westga.edu)**