***LCC logo-Human Resources Department***

***Request for Timesheet Proxy Approver or Timekeeper Form***

**Process:**

Supervisors are responsible to ensure time reported on timesheets is accurate.  Supervisors may designate a proxy approver to approve timesheets in their absence.  To designate a proxy approver within the Banner HR/Payroll system, this Request for timesheet proxy approver or timekeeper form must be submitted to Human Resources for approval and processing.

In order to ensure that proper audit trails are maintained, the following guidelines are used for the appointment of approvers and timekeepers:

* Proxy assignments will be established by completing this Request for timesheet proxy approver or timekeeper Form;
* Requests must be approved by the requesting employee’s supervisor and submitted to the Human Resources Department;
* The HR Department will review all requests for proxy assignments and will communicate decisions to the requestor and/or proxy and/or supervisor;
* ***Timesheet Proxy Approvers & Timekeepers*** are granted authority by a supervisor to create, edit and approve timesheets for the supervisor within the Banner HR/Payroll System. This also includes EPAF approvals. You, approving as a proxy, cannot approve a timesheet or an EPAF you have created.

If you have any questions regarding the proxy process, please contact Human Resources at 483-1870.

| EmployeeInformation | Current Timesheet Approver/Timekeeper Information: | Proposed Timesheet Proxy Approver/Timekeeper Information: |
| --- | --- | --- |
| **Name** |  |  |
| **Username** |  |  |
| **Position Title** |  |  |
| **Position Number** |  |  |
| **Department** |  |  |
| **Division** |  |  |

**Supervisor’s Approval:**

**Supervisor Name:**

**Supervisor Signature: Date:**

**For HR Use Only**

**HR Approval Signature: Date:**