Web Time Entry/Leave Reporting Approver Change Form

Please return completed form to Human Resources, 30 Belmont, attention Jennifer Tenczar. Please call x2274 if you have any questions.

Employee Name	Employee 99 No.	Employee Position Control No. (Ex. AD0001)	Current Approver Name	New Approver Name	Effective Date*

*Approver changes are effective at the beginning of a pay period. Previous approvers may need to approve for mid payroll changes.

Submitted By: _____ Date: _____