

## State On-Line Timecard Change to Approver / Delegate

This form is to be used when making a change to an approver or a delegate for an approver.

If changing an approver, please list the person the new approver is replacing.

**New (select one):**      **Approver**      **Delegate**

**Change (select one):**      **Approver**      **Delegate**

Dept number: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Name of new approver or delegate: \_\_\_\_\_

Employee ID # of new approver or delegate: \_\_\_\_\_

Previous approver/delegate name: \_\_\_\_\_

Previous approver/delegate employee ID #: \_\_\_\_\_

### Who will the new approver be approving?

**It is not necessary to list all employees if entire department is being affected by this change.**

Employee name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

### If adding a delegate, who the delegate is approving for:

Approver: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

For questions, contact Tina Verria 4-5827

Completed form should be emailed to [tinaverria@uri.edu](mailto:tinaverria@uri.edu)