

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 Rhonda Armenti 874-5204

Completed form should be emailed to rarmenti@uri.edu