# 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 Cheryl Glennon 4-5203 or Tina Verria 4-5827**

**Completed form should be emailed to cglennon@uri.edu or tinaverria@uri.edu**