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Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone: 618.650.2190 | Fax: 618.650.2696

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Per University and Payroll controls and standards, the following must be in compliance;

- Only Fiscal Officers may authorize employees to perform Time Approver, and Time Approver Proxy roles for organization numbers under their responsibility. The Proxy role serves as a backup.
- A Time Approver or Approver Proxy must be a status employee, and cannot an extra-help employee or a graduate assistant.
- Only one employee may be designated for Time Approver.
- More than one employee may be designated for Time Approver Proxy.
- An employee who enters time may not also approve time and cannot serve as an Approver Proxy, unless your department only enters and approves time for student workers.
- The same person may enter and approve time for the student payroll.
- No employee is permitted to approve their own time.
- When employees change departments or this job duty changes, a new Payroll Time Approver Authorization/Removal Form needs to be submitted by the Fiscal Officer to Payroll so that access can be changed.

Please also be advised that access in the Banner system uses the Organization number for control and the system does not recognize budget purpose numbers. Therefore, departments who share an organization number will have different employees from those areas entering time for their own employees or students and sharing this feature in the Banner system.

Payroll staff will meet with department staff designated to perform time entry and approval to assist with training. Payroll will also set up all authorized proxies. In addition, we have the following link to time entry and time approver training materials on the Human Resources website under Banner HR:

<http://www.siu.edu/human-resources/cougarnet/banner.shtml>

**Please assign the following employees the necessary access to perform the Banner system payroll Time Approver and/or Proxy role.**

Budget Purpose(s) \_\_\_\_\_ Fiscal Officer \_\_\_\_\_

Organization number(s) \_\_\_\_\_ Date \_\_\_\_\_

Time Approver Name \_\_\_\_\_ Eid \_\_\_\_\_ Banner ID \_\_\_\_\_

Time Approver Proxy \_\_\_\_\_ Eid \_\_\_\_\_ Banner ID \_\_\_\_\_

Time Approver Proxy \_\_\_\_\_ Eid \_\_\_\_\_ Banner ID \_\_\_\_\_

Time Approver Proxy \_\_\_\_\_ Eid \_\_\_\_\_ Banner ID \_\_\_\_\_

**Please remove access from the following.**

Time Approver Name \_\_\_\_\_ Eid \_\_\_\_\_ Banner ID \_\_\_\_\_

Time Approver Proxy \_\_\_\_\_ Eid \_\_\_\_\_ Banner ID \_\_\_\_\_

Fiscal Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note: By signing and returning this form you agree with and confirm this information. If this is incorrect, please complete a new Payroll Time Approver Authorization/Removal Form and submit it to Payroll at Box 1040.