



## Payroll Time Entry Authorization/Removal Form

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

- Only Fiscal Officers may authorize employees to perform Time Entry, and Time Entry Proxy roles for organization numbers under their responsibility. The Proxy role serves as a backup.
- A Time Enterer or Entry Proxy may be a status employee, extra-help employee or a graduate assistant. Student workers may not enter time.
- Only one employee may be designated for Time Enterer.
- More than one employee may be designated for Time Entry 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 Entry 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 training materials on the Payroll website:

<http://www.siu.edu/humanresources/forms/pdf/TimeEntry.ppt>

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

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

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

Time Entry Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Time Entry Proxy \_\_\_\_\_ Banner ID \_\_\_\_\_

Time Entry Proxy \_\_\_\_\_ Banner ID \_\_\_\_\_

Time Entry Proxy \_\_\_\_\_ Banner ID \_\_\_\_\_

**Please remove access from the following.**

Time Entry Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Time Entry Proxy \_\_\_\_\_ 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 Entry Authorization/Removal Form and submit it to Payroll at Box 1040.