

**TIME AND ATTENDANCE SYSTEM
SUPERVISOR/APPROVER DESIGNEE FORM**

USER INFORMATION

First Name: _____

Last Name: _____

Department: _____

SUNY ID/Campus Local ID: _____

DESIGNEE INFORMATION

First Name: _____

Last Name: _____

Department: _____

SUNY ID/Campus Local ID: _____

DATE INFORMATION

Effective Date: _____ (mm/dd/yyyy) End Date: _____ (mm/dd/yyyy)

***Reauthorized on an annual basis.**

OPTIONS (Please Choose One)

- Review only. (No Action)
- Review supervisor work roster, take action as necessary to approve or deny time records and/or time off requests

AUTHORIZATION

*Required I, _____ authorize _____ to act as

NAME

PROXY NAME

my Supervisor/Approver Designee within the effective dates stated above.

Employee Signature: _____

Date: _____

Employee's Supervisor Signature: _____

Date: _____

Designee Signature: _____

Date: _____

Facilitator Signature: _____

Date: _____

Supervisor/Approver responsibilities can be assigned to another employee using the designee functionality within the Time and Attendance System. Please note, that if you assign one of your employee's as a designee, that individual cannot approve his or her own time record and/or time off request. Although Supervisor/Approvers are permitted to assign designees to review and approve time records and/or time off requests, Supervisor/Approvers have the ultimate responsibility for ensuring that their designees review and approve time records and/or time off requests on a timely basis.