

Time and Labor Administration  
Approver/Timekeeper Form

**OVERVIEW**

This form is used to add or delete an additional approver and/or timekeeper(s) from the Time and Labor system. The individual(s) selected must be an employee of the District. Wherever possible please choose a 12-month employee; this prevents gaps during the summer months. Temporary help (from the Employment Store) or an individual hired / rehired in a temporary or per diem capacity is prohibited. It is the responsibility of the Budget Manager to notify the Payroll Department of any user changes to ensure the security rights are current.

**INSTRUCTIONS**

Please complete and forward the form to Payroll at Central Office or email to [Payroll@RCSDK12.org](mailto:Payroll@RCSDK12.org) for review and approval. It is recommended that requests be submitted (3) three business days prior to the start of the approval process to ensure timely access to PeopleSoft Manager Self Service. An email notification will be sent to the Manager and the assigned additional approver and/or timekeeper(s) confirming role level security access has been granted.

Budget Code (BC) Manager: \_\_\_\_\_ BC Department Number \_\_\_\_\_  
Please Type or Print Name (First, Last) (5 digit code)

*Additional Approver* is defined as an employee within your department who can approve time in the absence of the Manager. Only one additional approver can be assigned.

ADD DELETE

\_\_\_\_\_  
Please Type or Print Name (First, Last) plus Employee ID Job Title

*Timekeeper* is defined as an employee within your department who can review time and make changes to incorrectly reported or missing information prior to the Manager’s review. A maximum of two (2) timekeepers can be assigned. Please note that the timekeeper role doesn’t have the ability to approve time in the system.

ADD DELETE

\_\_\_\_\_  
Please Print or Type Name (First, Last) Plus Employee ID Job Title

ADD DELETE

\_\_\_\_\_  
Please Print or Type Name (First, Last) Plus Employee ID Job Title

**Approval Signatures:**

Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Processor: \_\_\_\_\_ Date: \_\_\_\_\_