

MICHIGAN TECHNOLOGICAL UNIVERSITY

TIMECLOCK PLUS USER REQUEST

User Information:

Name: _____

Time Sheet Org(s): _____

Email: _____

User Roles: (Please Check One)

User Maintenance: A regular staff position, permissions include creating, deactivating and editing User Access, including assigning and removing employees and job codes on a daily/biweekly basis.

Timekeeper: Any employee, permissions include creating schedules, running reports and viewing employee time.

Supervisor: A manager level, regular staff position, permissions include adding, editing and approving employee hours and leave requests.

Proxy Required (User who will approve time in your absence.)

Name: _____ Email: _____

Timekeeper with User Maintenance: A regular staff position, permissions include those of Timekeeper and User Maintenance roles.

Supervisor with User Maintenance: A manager level, regular staff position, permissions include those of Supervisor, Timekeeper, and User Maintenance roles.

Schedule Keeper: Any employee, permissions include creating schedules.

Employee Status Viewer: Any employee, permissions include viewing Employee Status.

Note: Each department is required to have at least two people with User Maintenance access.

Dept. Authorization _____ Date _____

Signature

Return to Payroll Services.