



The following employees are to be granted the designated roles in the University of Oklahoma time system, Workforce Software.

Employee Information

Name: _____ Emplid: _____

Department: _____

Roles Assigned:

_____ **Time Keeper** - Has the same access as the manager, can approve time, make changes, etc. on the employees assigned to the department(s) listed above. This role does not have authority to approve time off requests.

_____ **Supplemental Pay User** – Can enter supplemental payments on any employee employed on campus. There is not an approval process for the entry in the time system, the only opportunity for an error to be caught is during the review of the payroll extract.

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I hereby authorize the above mentioned employees be granted the designated roles for the departments listed in my area of responsibility.

Dean/Director Signature: _____ Date: _____