

Payroll Proxy for Time/Leave Reporting Form

Approver Name _____
 Department _____
 Date _____ Campus Extension _____ Email _____

An hourly employee cannot be a proxy approver IF the responsible party is his/her timecard approver.

Standard myGate Payroll approval queues will route web timecards and leave reports to the assigned Payroll approver.

The system has a limit of one proxy per approver.

Submit form to: Payroll Department
 200 Sparks Hall
 or
 Fax to 809-3014

For questions, please call 809-4129

Responsible Party Approval

I understand by assigning a proxy approver, I am giving them signature authority to web time entry and leave reports on my behalf.

M# _____

Printed Name of Responsible Party	Signature of Responsible Party	Date

Proxy Approver Agreement

I understand that by assuming proxy approver responsibilities, I will be approving web time entry and leave reports on behalf of the responsible party and will only use this authority as designated by them.

M# _____

Printed Name of Proxy Approver	Signature of Proxy Approver	Date

Accounting Use Only

Banner Usernames	Approval Number(s)	Initials and Date