ITAMS Departmental Approver Authorization Form

Each department will assign individuals to serve as the Timekeeper, Human Resources Contact, & Payroll Contact for the ITAMS system. Although we recommend that the three roles be assigned to different individuals, a person can be assigned to more than one role.

These individuals, referred to as Departmental ITAMS "Approvers", will have the ability to create & approve timesheets for department employees in situations where the employee's supervisor is unavailable. Each role has the identical capability to create & approve timesheets for employees within the department.

_____	_____
ITAMS "Timekeeper"	SSN#
_____	_____
ITAMS "Human Resources Contact"	SSN#
_____	_____
ITAMS Payroll Contact	SSN#

Department Authorization:

The individuals listed above will serve as ITAMS "Approvers" for the following departments(s):

_____	_____
Department Name	5-Digit Department Code

_____	_____	_____
Department Head (print name)	Signature	Date