**RSENR Faculty Designate Form**

*(To designate RSENR Staff the authority to approve time reported by hourly employees)*

This delegation is for approving time in PeopleSoft only.

It is the supervisor’s responsibility to manage budget expenses and

Monitor time worked by the employee.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to approve hours on my behalf for the following temporary employee or student employee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Combo Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Total # of Hours per week allowed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

\*=Support Personnel will not approve hours in excess of the hours listed above without approval from supervisor. Support personnel will email but cannot guarantee payroll deadline will be met.