eTime Security Action Request
Payroll Office

USER IDENTIFICATION

Name:

Last, First, Middle Initial

BGSU ID/BGSU Email : @ bgsu.edu

Department:

Phone:

Job Title:

Student ☐
Classified ☐
Administrative ☐
Faculty ☐
NSLA ☐

Action (Check only one): ☐ Change ☐ Add ☐ Remove

Other

LEVEL OF ACCESS

Please describe what level of access within eTime that you will need to approve student time or supply the name of an individual that has the "same" access that you are requesting. *Please only check one box.*

Student Supervisor: (Student employee responsible for approving other students time but not their own.) ☐

Supervisor: A person other than a student that approves student time. ☐

Manager: A person that approves and signs off for the department. ☐

ADDITIONAL SUPERVISORS

Name of person to be setup like (if applicable):

Please list the supervisors name(s) and ID(s) that you need access to. (Note: Be sure to include ID's of other supervisors for who you provide backup):

Name	Add	Remove	BGSU ID

Employee's Supervisor Signature:

Date: