

Instructions for eTIME Manager for Student Employees Security Action Request form

Step 1: For access to **eTIME**, fill in this form completely.
The form must be signed and dated by the budget administrator.
If you are not sure who that is, contact your chair, director, or eTime security administrator.

Step 2 Print and return completed form to:

Payroll Accounting
322 Administration Building
Attn: Sandy White, eTime Security Administrator
Ext. 2-2202

Important: This form is to be used to gain access to eTime, to approve and sign off student hours for payroll processing.

Removals – When a student supervisor, supervisor, or manager leaves the department or is no longer responsible for approving or signing off for student time, a security action request form for that individual must be submitted to request removal.

Add – Used to add a student supervisor, supervisor, or a manager to eTIME for approving of student time.

Change – Used to add /delete an agency or organization to eTIME security.

Agency/Organization –The agency orgs that you will be responsible for approving student employee’s time for payroll processing.