

WEBTIME ENTRY APPROVAL CHAIN

DEPARTMENT: _____
DEPARTMENT CODE : _____
CONTACT NUMBER: _____
EMAIL ADDRESS: _____

(Please ensure a form is completed for each department/grant budget code in your area)

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(Please indicate Banner and HRS Budget Codes)

(Please indicate a contact number for employee/timekeeper)

(Please indicate an email address for employee/timekeeper)

EMPLOYEE	YES / NO (Emp Enter Own Time?)	TIMEKEEPER (If No)	SUPERVISOR (1st Level Approver)	PROXY OF SUPERVISOR	DEPARTMENT HEAD (2nd Level Approver)	PROXY OF DEPARTMENT HEAD
Ex: Donald Mallard	No	Jimmy Palmer	Ziva David	Timothy McGee	Anthony Dinozzo	Jethro Gibbs
Ex: Josephine Danville	Yes	N/A	Danny Messer	Joe Flax	Stella Bonasera	Mac Taylor