



TIMECLOCK PLUS ACCESS AUTHORIZATION FORM INSTRUCTIONS



- The first portion of this form is **only** used to **create/delete** designee TimeClock Plus accounts. Do not use this portion to add or remove employees from a designee drop down list. See example below.

REQUEST FOR SUPERVISOR AND/OR DESIGNEE ACCESS					
Please use this section to create or to delete access for department supervisor and/or designee(s). Designees do not have access to verify timecards. Designees can enter adjustments on employee timecards.					
<u>Action</u>		Employee Name	Employee ID	<u>Access</u>	
Create	Delete			Supervisor	Designee
X	_____	Mary Smith	A0000000	X	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Justification for profile request: Mary will supervise the X department. She will enter adjustments and verify the employees timecards.

- The second portion of this form is **only** used to **add** or **remove** assigned employees from a supervisor and/or designee drop down list. Always indicate a justification by clicking on the corresponding box (es). See example below.

SUPERVISOR AND/OR DESIGNEE ASSIGNED EMPLOYEES					
Please use this section to add or to remove employees assigned to the supervisor and/or designee drop down list. (Note: Only Supervisors are allowed to verify employee timecards.)					
<u>Action</u>		Employee Name	Employee ID	<u>Add to/Remove from List</u>	
Add	Remove			Supervisor	Designee
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Justification (Please check one of the following):

<input type="checkbox"/> Department Change	<input type="checkbox"/> Supervisor Change	<input type="checkbox"/> Employee Resignation from STC
<input type="checkbox"/> Designee Access	<input type="checkbox"/> New Hire	<input type="checkbox"/> Supervisor Access

Note: The authorized Supervisor in the Banner System will receive access to their employees immediately upon hire or assignment of new position. Supervisors/Designees created using this form are solely for the purpose of our Timekeeping system. Any updates to Supervisors should be made by contacting the Department of Human Resources.

- Please read the "Statement of Compliance" located on the form.
- "REQUIRED SIGNATURE APPROVAL"** - The **financial manager** signature is **always** required. No forms will be accepted without this signature. Designees are required to sign any time there is a change in their account access and their supervisors **must** sign to approve the change. Please indicate the **department**. If a **new supervisor** account is requested, the new supervisor must sign and his/her respective immediate supervisor must approve the account creation by signing the form too (both signatures must be in the supervisor signature line separated by a slash).

Note: Supervisors/designees must sign in the correct section. Supervisors should **not** sign in the designee signature line and designees must **not** sign in the supervisor signature line.



TIMECLOCK PLUS ACCESS AUTHORIZATION FORM



REQUEST FOR SUPERVISOR AND/OR DESIGNEE ACCESS

Please use this section to create or to delete access for department supervisor and/or designee(s). Designees do not have access to verify timecards. **Designees can enter adjustments on employee timecards.**

<u>Action</u>		Employee Name	Employee ID	<u>Access</u>	
Create	Delete			Supervisor	Designee
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Justification for profile request: _____

SUPERVISOR AND/OR DESIGNEE ASSIGNED EMPLOYEES

Please use this section to add or to remove employees assigned to the supervisor and/or designee drop down list.

(Note: Only Supervisors are allowed to verify employee timecards.)

<u>Action</u>		Employee Name	Employee ID	<u>Add to/Remove from List</u>	
Add	Remove			Supervisor	Designee
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Justification (Please check one of the following):

- Designee Access
 Supervisor Access
 New Hire
 Employee Resignation

STATEMENT OF COMPLIANCE

Each employee granted access to TimeClock Plus is responsible for his/her use of the information and for safeguarding their assigned User ID and passwords to protect data in the system. User ID and passwords are assigned to individual South Texas College employees, and are not to be shared or passed on to others. Termination of employment will eliminate your rights to access TimeClock Plus.

REQUIRED SIGNATURE APPROVAL

Supervisor Name (Print): _____ Phone Number: _____
 Department: _____
 Supervisor Signature: _____ Date: _____

Designee Name (Print): _____ Phone Number: _____
 Department: _____
 Designee Signature: _____ Date: _____

If different than Supervisor Above
 Financial Manager (Print): _____
 Department: _____
 Financial Manager Signature: _____ Date: _____