EASTERN
WASHINGTON UNIVERSITY

Web Time Entry Proxy Set Up Request Form

This form is used to request appropriate organizational access for a designated Proxy, in support of the EWU Web Time Entry (WTE) Approval process, or to delete proxy access. **The person authorizing the access must submit this form.** All information is required. After completing the form, attach it to an e-mail message and send it to the Human Resources Services office: HR@mail.ewu.edu. If you are unable to submit via e-mail, you may print the form, complete it, sign, and send to Human Resources, SHW314.

Note: A separate form must be completed for each, individual, designated Proxy.

APPROVER (Requestor) INFORMATION:

Note: The e-mail message requesting this Proxy set up must be sent from the e-mail account of the authorizer whose name is entered below:

Approver's Name:		Title:	
E-mail address:		Phone:	
Division/Department:		Timesheet Org Code*:	

*Located in the "Department and Description" field on the Employee Self Service Approver Selection page

PROXY INFORMATION:

Proxy's Name:		Proxy's Title:	
Proxy's E-mail address:		Proxy's Phone:	

Employee Type:	Faculty	Administrative	Classified
	☐	☐	☐

Requested Action:

ADD	UPDATE	DELETE
☐	☐	☐

ACKNOWLEDGEMENT:

I understand that in making this request to grant Proxy access to the above-named individual I assume the responsibility to inform them of their responsibilities regarding timesheet approval for my department, to ensure they have the necessary training to perform this function, to provide information about FERPA, to monitor the use of the information, and to request the cancellation of access should the employee resign or be terminated from his/her position.

I Agree: ☐