

University of Central Oklahoma
Web Time Card Routing Change:

Employee's Routing To Be Changed:

Banner ID

Organization Number

Last Name

First Name

Payroll ID and Payroll Number To Begin Changes:

BW

ST Payroll Number

New Routing Information:

Supervisor:
(Approver) Banner ID: Name:

Time Keeper:
(Approver) Banner ID: Name:

Director/
Org. Manager:
(FYI) Banner ID: Name:

Have the new web time approvers and FYI gone to Time Keeper Training?

(Time Keeper Training must be completed before routing can be changed. You can sign up for training on the I.T. website.)

Supervisor: Yes No

Time Keeper: Yes No

Director/
Org. Manager Yes No

Financial Org. Manager
(print name):

Signature:

Ext:

Current Date

PLEASE SEND TO PAYROLL SERVICES ADM 208, BOX 181

PAYROLL OFFICE USE ONLY:

Do the new web time approvers and FYI currently have payroll banner access to the employee's organization number?

Supervisor: Yes No

Time Keeper: Yes No

Director/
Org. Manager Yes No

Initials: _____

Date: _____