



# Request for New UltraTime Supervisor

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

NetID: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Email: \_\_\_\_\_

Banner Org. Code (00000): \_\_\_\_\_

*This form is to allow approval and/or administration of hourly payroll time records via UltraTime, the University of Notre Dame's electronic time-keeping system and/or paper time sheets.*

We would like to get some idea of how active you plan to be in the system and what type of employees you will be approving so we can best manage your settings.

My UltraTime approving role will mostly be as **(check one)**:

I will be approving time for **(check all that apply)**:

Primary approver

Students

Backup approver

Temps

Both

Staff

Department UltraTime administrator

There are two settings for back up approvers.

**Full View** backups will have all of your employees in their UltraView and they will also receive ALL of the email notifications and reminders for these employees.

**Proxy** backups will need to log on under the Proxy Supervisor Sign On to access your employees to approve their time. They will NOT receive any of the reminder emails until Payroll reaches out at the last minute for assistance.

I would like the following **person(s) to be my back up approver** if I'm out of the office or unavailable.

Name	NetID	Backup Type	
		Full View	Proxy
_____	_____		
_____	_____		
_____	_____		
_____	_____		

I will be a back up approver for the following person(s) if they are out of the office or unavailable.

Name	NetID	Backup Type	
		Full View	Proxy
_____	_____		
_____	_____		
_____	_____		

*By submitting this form you are agreeing that it is your responsibility to ensure approval of employee hours is based on your direct knowledge that the hours reported, whether in electronic format or on paper time sheets, are factual.*