



Request for New UltraTime Supervisor

Email completed form to ultratime@nd.edu.

Date: _____

Requested By: _____

NEW SUPERVISOR INFORMATION

Name: _____

Department: _____

NetID: _____

Title or Position: _____

Email: _____

Banner Org. Code (00000): _____

Phone: _____

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.

ROLE OF NEW SUPERVISOR

The new supervisor's role will mostly be as **(check one)**:

- Primary approver
- Backup approver
- Both
- Department UltraTime administrator

The new supervisor will be approving time for

(check all that apply):

- Students
- Temps
- Staff

BACKUP APPROVERS FOR NEW SUPERVISOR

We ask that all supervisors have at least one backup approver. There are two settings for backup approvers.

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

Proxy backups need to log in through the Proxy Supervisor Sign On to access the employees in order to approve their time. They will NOT receive any of the reminder emails until Payroll reaches out at the end of the pay period for assistance.

The following **person(s) will be the backup approver** if the new supervisor is out of the office or unavailable.

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

This **new supervisor** will be a **backup approver for** the following person(s).

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

By submitting this form the new supervisor is taking on the responsibility to ensure approval of employee hours and that they are factual based on the direct knowledge of the hours reported, whether in electronic format or timeclock.