



The UNIVERSITY of OKLAHOMA
Payroll & Employee Services

905 Asp Avenue, Room 244
Norman, OK 73019
(405) 325-2961 (405) 325-0480 fax

**OU Time System
Roles Approval Form**

The following employees are to be granted the designated roles in the University of Oklahoma time system, Workforce Time and Attendance system.

Please enter the Department **ID** code as listed in the PeopleSoft HCM system in the Department field below. If the request involves multiple departments, attach a complete list of all relevant Department ID codes along with this form.

Employee Information

Name: _____

Emplid: _____

Department: _____

Roles Assigned:

_____ **Time Keeper** - Has the same access as the manager, can approve time, make changes, etc.
on the employees assigned to the department(s) listed above. This role does not have authority to approve time
off requests.

Employee Information

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on the employees assigned to the department(s) listed above. This role does not have authority to approve time
off requests.

I hereby authorize the above mentioned employees be granted the designated roles for the departments listed in my
area of responsibility.

Dean/Director Signature: _____ Date: _____