Web Time Entry/Web Leave Report Approver Update Dynamic Form

When a department would like to assign or change the time or leave approver for an individual employee, they may submit a Dynamic Form for the changes. This guide instructs on the form submission process.


2. Form preparer information will auto populate.
Preparing Form

3. Next to “Employee”, within the “Enter Tech ID, Name, or Dept” field, enter the R#, or name of the employee you wish to assign or change approvers for. Partial data entered will reflect results that match with the data that was entered. You may also search by department name to display all employees within a specific department.

4. After the employee is selected, select the position for the employee that you wish to assign or change approvers for. After this is done, the remainder of the form will display.
5. If approvers are currently assigned for the employee, they will appear in the “Current Approvers” section. Information on the existing approvers is provided including their sequence in the approval process, their position and title, R#, name, and approval function (Approver or FYI).

Reviewing this area of the dynamic form is important because submission of the dynamic form deletes all approvers currently assigned. To keep an existing approver, their information must be re-entered in the “New or Updated Approvers” section.
Assigning Approver 1

6. Assigning, keeping, or removing an approver will occur within the “New or Updated Approvers” section. The inclusion of Approver 1 (level 1 approver) is always required.

Next to “Approver 1”, within the “Enter Tech ID, Name, or Position for Approver 1” field, enter the R#, name, or position of the employee you wish to have as the level 1 approver. You may enter an approver from the Current Approvers section of the form if you wish to keep them as Approver 1. After you find the approver you wish to assign or keep, select them.

7. Select the approver’s position from the “Approver 1 Position Number” dropdown.
Assigning Approver 2 (Optional)

8. Next to “Approver 2”, within the “Enter Tech ID, Name, or Position for Approver 2” field, enter the R#, name, or position of the employee you wish to have as the level 2 approver. Again, you may enter an approver from the Current Approvers section of the form if you wish to keep them as Approver 2. After you find the approver you wish to assign, select them. **If you have no level 2 approver that you wish to assign, you may skip Approver 2.**

9. Select the approver’s position from the “Approver 2 Position Number” dropdown.
10. When you are ready to submit the form, click “Next”. In this example, the current level 1 approver is being replaced with a different level 1 approver. Also, a level 2 approver is being assigned where one did not exist previously.
11. Sign the form electronically. After the signature is completed, you will receive an email confirmation with a PDF copy of the changes requested.

If the form preparer is an organization manager, org manager proxy, or ePAF originator; no approval is required, and the changes requested in the form will go into effect immediately.

For all other form preparers, the form will be routed to the organization manager for approval. Both the organization manager and any org manager proxies will receive an email notification advising that approval of the form is needed. Once the form is approved by the org manager, changes will go into effect.

**Electronic Signature**

Please read the Disclosure/Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Please be informed:

- "FYI" approval level is not supported within this form. Submission of the dynamic form will remove FYI actions for all existing approvers that have it.
- If you wish to remove individual employee approvers, but not replace them (i.e. remove employee-level approvers so that timesheets or leave reports route to the default org-level approver), please send an email to webmaster.payroll@ttu.edu.