

## ITAMS Departmental Approver Authorization Form

### DO NOT EMAIL THIS FORM

Personal information should not be sent through email

Each department will assign individuals to serve as the Timekeeper, Human Resources Contact, & Payroll Contact for the ITAMS system. Although we recommend that the three roles be assigned to different individuals, a person can be assigned to more than one role.

These individuals, referred to as Departmental ITAMS “Approvers”, will have the ability to create & approve timesheets for department employees in situations where the employee’s supervisor is unavailable. Each role has the identical capability to create & approve timesheets for employees within the department.

\_\_\_\_\_  
ITAMS “Timekeeper”

\_\_\_\_\_  
SSN#

\_\_\_\_\_  
ITAMS “Human Resources Contact”

\_\_\_\_\_  
SSN#

\_\_\_\_\_  
ITAMS Payroll Contact

\_\_\_\_\_  
SSN#

Department Authorization:

The individuals listed above will serve as ITAMS “Approvers” for the following departments(s):

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
5-Digit Department Code

\_\_\_\_\_  
Department Head (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date