

ITAMS Departmental Approver Authorization Form

Each department will assign individuals to serve as the Timekeeper, Human Resource Contact and Payroll Contact for the ITAMS system. Although we recommend that the three roles be assigned to difference 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 and approve timesheets for department employees in situations where the employee’s supervisor is unavailable. Each role has the identical capability to create and approve timesheets for employees with the department.

ITAMS Timekeeper	USCID
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ITAMS Human Resource Contact	USCID
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ITAMS Payroll Contact	USCID
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Department Authorization:

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

Department Name	6-digit Department Number
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Department Head (print name)	Signature	Date
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