

Payroll Office  
St Johns River State College, 5001 St. Johns Av, Admin Bldg, Palatka, FL 32177  
Email PayrollOffice@sjrstate.edu  
Phone 386-312-4066, Fax 386-312-4167

## Banner Time Sheet Proxy Approval Request Form

Submit form to Payroll Office. Please contact the Payroll Office for additional information or if guidance is needed.

Approver Name:  User ID:

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All Time Sheet positions default to an approval path that goes to the employee's supervisor. We require that each approver has at least one proxy (authorized to approve time sheets in the absence of the approver). The proxy is set up by the approver. In order to allow the proxy or proxies to access Time Sheets, they must have the appropriate security rights. If you want to add a proxy that does not already have appropriate security rights, please complete the section below.

### Proxy Security Request

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Proxy Name: \_\_\_\_\_ User ID: \_\_\_\_\_

Proxy Name: \_\_\_\_\_ User ID: \_\_\_\_\_

Proxy Name: \_\_\_\_\_ User ID : \_\_\_\_\_

\_\_\_\_\_  
Approver Signature/Date

HR Office Use Only

Security request sent to IT

\_\_\_\_\_  
Submitted by/Date