Core-CT Self-Service Setup Form (Department Approvers of Student Employees & University Assistants)

The purpose of this form is to establish who is authorized to approve a University Assistant & Student Employee’s biweekly timesheet in order for them to be paid. The approver should be an individual who can attest to their daily attendance. Each department should be setup with a primary approver and an alternate approver.

**Department Section**

Department: __________________________________________________________________________

Core-CT Time Reporter Group: ____________________________________________________________

Primary Approver’s Name: _______________________________________________________________

Primary Approver’s Title: _______________________________________________________________

Alternate Approver’s Name: _____________________________________________________________

Alternate Approver’s Title: _______________________________________________________________

**Department Head Authorization of Above Setup**

Print Name: _______________________________    Title: ____________________________________

Signature: _________________________________    Date: ___________

**Human Resources Section**

Time Reporter Group Assignment for Primary & Alternate Approver: ____________________________

Date Access Request Sent to Core-CT: ___________    Date Access Setup in Core-CT: ___________

Date Email Sent to Department Head & Approvers with Effective Date: _________________________

Signature Verifying Setup Complete: ______________________________________________________