

Core-CT Self-Service Setup Form (Full-Time Employee)

The purpose of this form is to establish who is authorized to approve a full-time employee's biweekly timesheet in order for them to be paid. The approver should be an individual who approves the employee's leave requests and who can attest to their daily attendance. Each employee must be setup with a primary approver and an alternate approver who is authorized to approve time in the primary approver's absence.

Department Section

Employee's Name: _____

Department: _____

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 & Labor Group Assignment for Primary & Alternate Approver: _____

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

New Time Reporter Workgroup: _____ Effective Date in Core-CT: _____

Date Email Sent to Employee, Approvers, & Payroll with Starting Date for Self-Service: _____

Signature Verifying Setup Complete: _____