

Core-CT Self-Service Setup Form
Department Approvers of Part Time Coaches, Part Time Librarians, University Assistants & Student Employees

The purpose of this form is to establish who is authorized to approve a part time Athletic Coach, part time Librarian, 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 Information:

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 Approval:

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: _____