University of Central Oklahoma Web Time Card Routing Change:

Employee's Routing To Be Changed: Payroll ID and Payroll Number To Begin Changes:	Banner ID Organization Number Last Name First Name	
New Routing I	nformation:	
Supervisor: (Approver) Banner ID: Time Keeper: (Approver) Banner ID: Director/ D	Name: Name:	
Org. Manager: (FYI) Banner ID: Have the new web time approvers and FYI gone to Time I (Time Keeper Training must be completed before routing can be charter)	1 0	vebsite.)
Supervisor: Yes No Time Keeper: Yes No Director/ Org. Manager Financial Org. Manager		
(print name): Current Date PLEASE SEND TO PAYRO	Signature:	Ext:
PAYROLL OFFICE USE ONLY: Do the new web time approvers and FYI currently have payroll banner access to the employee's organization number? Supervisor: Yes No Time Keeper: Yes No		

Director/ Yes No Org. Manager

Date: