



# Departmental PTR Proxy Access Request Form

## Instructions

- Guidelines for Utilizing Proxy Roles
- Submit the form electronically to payroll@ucmerced.edu or fax to (209) 228-2926 or via campus mail to Payroll Services, 2nd Floor Mondo

### 1. User Information:

First Name:

Last Name:

Employee ID #:

Email:

Dept Name:

Dept. Code:

### 2. Type of Request:

New Access

Change Access (add/delete department)

Cancel Access

### 3. Access Requested

**DEPARTMENTAL PROXY** (Reviews Individual Employees and Supervisor timesheets; can act on behalf of Individual Employees or Supervisor to submit/approve timesheets)

Departmental Proxy Roles are designed to ensure that an employee timesheet is submitted and processed timely and should be used when an Employee and/or Supervisor is unable to fulfill their designed role. When a Departmental Proxy Role acts on behalf of an Employee or Supervisor, the following guidelines should be followed:

1. Proxies will be prompted to input a reason each time they Proxy on behalf of an Employee or Supervisor.
  - a. This comment is used to document the reason for this action and provides detail for the Timesheet Audit Record.
2. Proxies should add a "Comment" and reason on the employee timesheet detailing the action they are taking on behalf of an Employee or Supervisor.
  - a. This comment is used to document the reason for this action and provides detail for the Timesheet Audit Record.
3. The timesheet record will need to be validated by the Employee and/or Supervisor.
  - a. The Employee and/or Supervisor must go back and review the timesheet record submitted and/or approved by proxy.
  - b. If the timesheet record is correct, then the Employee and/or Supervisor will need to attest that the timesheet record is accurate.
  - c. This attestation can be made by adding the following comment to the timesheet:  
EMPLOYEE: "I attest that the timesheet record submitted on my behalf is accurate."  
SUPERVISOR: "I attest that the timesheet record approved on my behalf is accurate."
  - d. If a timesheet correction is needed, Supervisor will need to submit a Timesheet Adjustment Request.  
\* If the Supervisor needs assistance submitting timesheet adjustment the Departmental Proxy or Timekeeper Proxy can submit the corrections on their behalf with written approval. Employees should be notified of any timesheet corrections.

### 4. List the Department Code(s) for Access Requested (separate multiple Department Codes by a comma)

Department Code: \_\_\_\_\_  
\_\_\_\_\_

### 5. Authorization Signatures

User's Signature:

Date:

Authorizing Signature:

Date: