MICHIGAN TECHNOLOGICAL UNIVERSITY
TIMECLOCK PLUS USER REQUEST

User Information:
Name: _______________________________________________________
Time Sheet Org(s): _____________________________________________
Email: _______________________________________________________

User Roles: (Please Check One)

☐ User Maintenance: A regular staff position, permissions include creating, deactivating and editing User Access, including assigning and removing employees and job codes on a daily/biweekly basis.

☐ Timekeeper: Any employee, permissions include creating schedules, running reports and viewing employee time.

☐ Supervisor: A manager level, regular staff position, permissions include adding, editing and approving employee hours and leave requests.

Proxy Required (User who will approve time in your absence.)
Name: _______________________________ Email: ______________________________

☐ Timekeeper with User Maintenance: A regular staff position, permissions include those of Timekeeper and User Maintenance roles.

☐ Supervisor with User Maintenance: A manager level, regular staff position, permissions include those of Supervisor, Timekeeper, and User Maintenance roles.

☐ Schedule Keeper: Any employee, permissions include creating schedules.

☐ Employee Status Viewer: Any employee, permissions include viewing Employee Status.

Note: Each department is required to have at least two people with User Maintenance access.

Dept. Authorization_________________________________ Date___________________

Signature

Return to Payroll Services.