

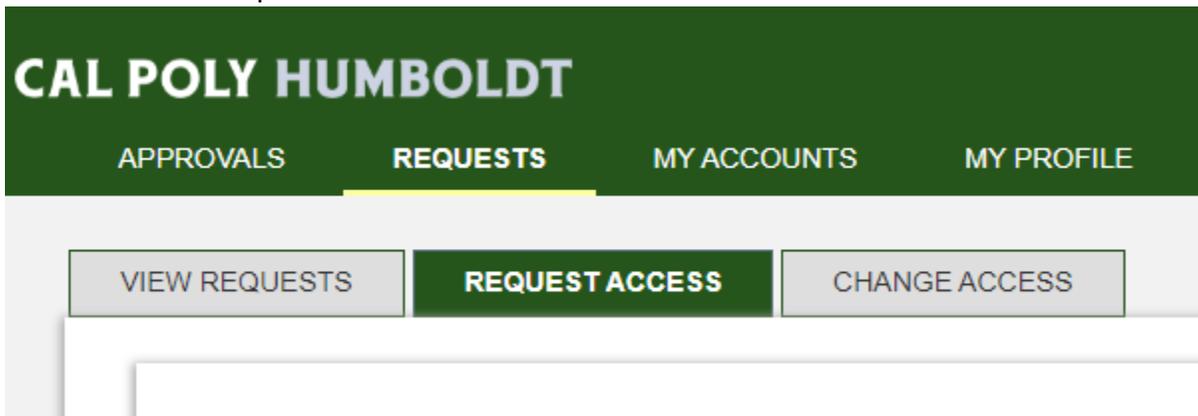
Time Approver Role Request



1. Once logged into myHumboldt select the 'Tools' drop down menu at the top of the page and click on 'Account Settings'



2. Next navigate the Requests tab at the top of the page. Here you will be able to view the status of already submitted requests and submit new requests. For the submitted a new request you will click on the 'Request Access' tab.



3. Select the user you are submitting the Time Approver role request for.

A screenshot of the 'Select a user' form. It includes a search bar, a 'CREATE NEW GUEST ACCOUNT' button, and a 'SELECT ADDITIONAL USER' button. Below the search bar is a table with the following columns: Last Name, First Name, Humboldt User Name, Humboldt ID, Confidentiality Flag, Phone, Employee Types, and Student Types.

Last Name	First Name	Humboldt User Name	Humboldt ID	Confidentiality Flag	Phone	Employee Types	Student Types

4. Select the role, which in this case is (HR) 35 Time and Labor Hourly Time Approver.

2 Select resources and permissions

Find Roles By: Search ▾

Name ▲	Description
35 time	
<input checked="" type="checkbox"/> (HR) 35 Time and Labor Hourly Time Approver	Authorize Time Entries for Hourly Workers

1 Total **CANCEL** **CONTINUE**

5. This role will need to be approved by someone who has Delegation of Authority for the department(s) in which this person is being assigned as Time Approver. If there are any questions on who the appropriate person for the department is please contact the Accounts Payable office

3 Specify approving supervisor(s)

The list of users to specify resource sponsorship. Select self for all users

Employee Types	Student Types	
[Staff]	[Legacy Alum Former Student]	 
Supervisor		
		 

Select sponsor for resource (HR) 35 Time and Labor Hourly Time Approver (Authorize Time Entries for

6. Before submitting the request, specify in the comment field the departments the Time Approver should be given access to.

5 Submit request

Enter optional comments below, then click Submit Request.

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SUBMIT REQUEST