



Metropolitan State University of Denver

Security Access for WEBTIME ENTRY

Please print clearly. In the space below identify the two people in your department who have responsibility for time record approvals for *WebTime Entry*.

NOTE:

- Please complete all the information on this form.
- Only MSU Denver employees may approve time/leave in Self-Services Banner.
- **Students MAY NOT have Approver access to the WebTime Entry screens.**
- Do not allow anyone to use your password.

Please **FAX** this information to 303-556-5151 or **EMAIL** to humanresources@msudenver.edu.

Department/School/Project: _____
Campus Box #: _____ **Bldg & Rm #:** _____ **Phone #:** _____
ORG #1: _____ **ORG #2:** _____ (If applicable)

Example: CHE=Chemistry

This information comes from your Fund-ORG-Acct-Program (FOAP)

Primary Approver (Print Name):

Banner 900 Number: _____

Banner User Name (email address): _____

Proxy/Backup Approver (Print Name):

Banner 900 Number: _____

Banner User Name (email address): _____

APPROVAL

Account Custodian (print name): _____

Account Custodian Signature: _____

Date: _____

If this information changes, please contact Human Resources at 303-556-3120.