



Metropolitan State University of Denver

Security Access for WEBTIME ENTRY & LEAVE REPORTING

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 **EMAIL** to humanresources@msudenver.edu.

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

Example: CHE=Chemistry. This information comes from your FOAP

Approving hours for: Full Time Staff Student Staff Temporary Staff

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 303-615-0999.

Revised 01/01/2019