ADP Workforce Manager Supervisor Access

Purpose: To insure proper authorization of Timesheets and Monthly Absentee Reports in the case of missing supervisor signature or questions.

This is to be completed by the person that is authorized to sign Timesheets and/or Monthly Absentee Reports. Employees' direct supervisors are responsible for ensuring their timesheets are properly submitted and approved, even If timesheet approval has been delegated to a proxy.

Department authorized to sign for (do not enter employee names)

Department Name	_____	Department ID #	_____
Department Name	_____	Department ID #	_____
Department Name	_____	Department ID #	_____
Department Name	_____	Department ID #	_____
Department Name	_____	Department ID #	_____
Department Name	_____	Department ID #	_____

Authorized to approve: ☐ Students ☐ Non-Exempt (Bi-Weekly) ☐ Exempt (Monthly)

_____

Signature *Print Name* *Date* *Extension*

_____

Title *CWID*

_____

Your Immediate Supervisor (Signature) *Print Name* *Date* *Extension*

_____

Title

Instructions

- **Department(s) authorized to sign for:** Enter the Department's name that you are authorized to sign timesheets for.
- **Department ID:** If you do not know the department ID, contact your Budget Manager.
- **Supervisor Name:** **Title:** Print your name and Title.
- **Extension:** Enter your telephone number.
- **Signature:** Your signature.
- **Authorized to Approve:** What timesheets are you authorized to approve? Check appropriate box(es).
- **Your immediate supervisor's name:** **Title:** Enter the name and Title of your immediate supervisor.
- **Extension:** Enter the telephone number of your immediate supervisor.
- **Signature:** Signature of your immediate supervisor. Please take to your supervisor to sign.

Return Completed Form to the Payroll Office - Mail Code 4636

For Supervisors of Students Only, Email Completed Student Timesheets to Student Employment Office at: student.employment@pepperdine.edu

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