Instructions for Payroll Time Entry Security Request Form

Please note that the same employee cannot have an approver and originator role.

1. Go to ASU home page
   www.appstate.edu
2. Select the A- Z
3. Select the letter E
4. Select Electronic forms
5. Select Information Technology Services
6. Select Time Entry Security Form
7. Enter your user name and password press enter
8. Enter email address of the person needing access
9. Enter the banner Id number of the person needing access
10. Under user department select the department name the employee needs access to
11. Enter the user’s job title
12. Enter user’s position number
13. Enter requested by (The requester must be the supervisor of employee or authorized designee)
14. Enter Time Sheet Organization Code number for the department
15. Enter full department name
16. Enter the originator name, email address, user name, banner ID number and position number.
17. Enter the originator proxy name, email address, user name, banner ID number and position number.
18. Enter the department head/approver name, email address, user name, banner ID number and position number.
19. Enter the approver proxy name, email address, user name, banner ID number and position number
20. Enter the department head reports to name, email address, user name, banner ID number and position number
21. Click on submit