



PeopleSoft HR (PSHR) Electronic Workflow Approval Rule Change Request

Human Resources

Please type or print all requested information. Submit your completed form to Human Resources 1300 Seibert Administrative Building Mailstop 5217, Attn: Mary Jo Ward or FAX to 387-3441. If you have any questions about completing this form, contact HR at 387-3620.

Complete: _____
VP Area: _____
College: _____
Department: _____
Cost Center: _____

New Approval Rule Set
 Modification to Existing

Form Type:
 Incidental Pay
 Temporary Appointment
 Hourly Student Appointment
 Graduate Assistantship Appointment

Note: Only designate the number of Approver Levels needed. However, all Approver Levels supplied require both a primary and an Alternate 1; Alternates 2 and 3 are optional.

Role	Primary	Alternate 1	Alternate 2	Alternate 3
Form Initiator Name/Position #				
Approver Level 1 Name/Position #				
Approver Level 2 Name/Position #				
Approver Level 3 Name/Position #				
Approver Level 4 Name/Position #				
Comments:				

Authorizing Signatures:

Employee _____ Date _____

Supervisor _____ Date _____

Dean or Vice Provost _____ Date _____
(required if the request comes from an Academic department)

Vice President _____ Date _____