



Payroll Department

### Time Clock Plus Approval Authorization

Department Name \_\_\_\_\_

Staff

Student/Part-time

**TCP Position Control #**

All  OR  List individual jobs codes

_____	_____	_____
_____	_____	_____

**PRIMARY APPROVER**

\_\_\_\_\_

Print or Type Name

Add   
Change

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Banner ID

**ALTERNATE APPROVER (Proxy)**

\_\_\_\_\_

Print or Type Name

Add   
Change

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Banner ID

**I authorize the above listed employees to approve hours submitted to the MSU Payroll Department for payment from accounts listed.**

**BUDGETARY HEAD**

\_\_\_\_\_

Print or Type Name

\_\_\_\_\_

Signature

Date

*For Payroll Use Only*

GOAEACC

PTRUSER

PSAORGN

NTRRQUE

TCP