

## Electronic Time Entry System (ETES) Supervisor Approval Authorization

Every employee who is responsible for using the Electronic Time Entry System (ETES) to approve electronic timesheets for non exempt employees is required to read, complete, sign and submit this form. This requirement applies whether an employee acts as the primary or as a backup supervisor.

Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
Title \_\_\_\_\_ School/Dept. \_\_\_\_\_  
Address \_\_\_\_\_ Campus \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Netid (ETES id) \_\_\_\_\_

### Terms of Usage

Users of the Electronic Time Entry System may not seek personal benefit or permit others to benefit personally from information contained in ETES; knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry; divulge the contents of any record or report to any person except in the conduct of work assignments and in accordance with University and departmental policies; or divulge personal ID's or passwords to anyone, whether University personnel or others. Authorized users of ETES will be added to the Electronic Time Entry System (ETES) listserv. Knowingly supplying false information in ETES may result in disciplinary action.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE                      DATE  
(Supervisor)

\_\_\_\_\_  
EMPLOYEE' SUPERVISOR'S SIGNATURE    DATE  
(Supervisor's Manager)

\_\_\_\_\_  
HUMAN RESOURCES APPROVAL              DATE

Please mail the original of this completed form to Keenya Booker-Law, HRIS, 1800 Sherman, 6<sup>th</sup> Floor, Evanston Campus.  
Questions? Call 7-1578 or email k-booker-law@northwestern.edu.

<p><b>FOR OFFICE USE ONLY</b></p> <p><b>Supervisor's Hire Date:</b> _____</p> <p><b>Supervisor's Termination Date:</b> _____</p>
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