Baylor Payroll Instructions
Requesting Approver Access

1. To request a new approver access for timecards, go to: http://bearid.baylor.edu and type in your BearID and Password. Only you, yourself, or your direct supervisor can request your access.

2. Once you are logged in, click on ‘Requests’ and ‘Request Access.’
3. Once you are in Request Access, in ‘1. Select a user,’ Type in the last name of the person or their Baylor Id Number. Please note, it will take a minute for the person to appear. Please wait until the person’s name is selected. *Important* if you are requesting access for yourself, click ‘Include Self’ to request access for yourself. It will take a minute for your name to appear. Please wait until your name is selected. At this time, nobody can request access for you except you or your supervisor.
4. Once your name is selected, ‘2. Select resources and permissions’ will appear. Click the drop down box and select ‘Web Timecard Approver.’

1. **Select a user**

Select the users for whom you want access. [Include Self]

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name (Legal)</th>
<th>Bear ID</th>
<th>Preferred First Name</th>
<th>Baylor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gorgas</td>
<td>Cody</td>
<td></td>
<td>Cody_Gorgas</td>
<td>89197254</td>
</tr>
</tbody>
</table>

   1. **Select resources and permissions**

   2. **Specify access period**

   4. **Submit request**

   a. Now click the check box next to ‘Web Timecard Approver’ then click ‘Done.’

1. **Select a user**

Select the users for whom you want access. [Include Self]

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   1. **Select resources and permissions**

   2. **Specify access period**

   4. **Submit request**
5. Now you will have the option to ‘3. Specify access period’ and ‘4. Enter a comment/Submit request’ Here you can choose a Start and End date if they are just a temporary approver, or you can click ‘Permanent’ for no end date. Then click ‘Submit Request’. **Important** If you choose an End date, please request a new approver for the Employee’s timecard or they will not have access to their timecard. You cannot submit this request without a comment. Please add the name of person who will be your proxy (the person to approve your timecards in your absence) and the name(s) of the employee’s timecard you will be approving in the comment field. The comment needs to be specific so Payroll will know where to set the new approver.
6. Once you click ‘Submit Request’ the request will be sent to that person’s supervisor for approval. Once they approve, it will be sent to Payroll for Approval, and then finally to ITS so they can enter you as an approver.

7. The below email is a copy of the email the supervisor will get to log into Fischer and approve the request. It will be from its@baylor.edu. Please do not respond to this email.

From: its@baylor.edu [mailto:its@baylor.edu]
Sent: Tuesday, August 09, 2016 11:16 AM
To: Pickens, LuAnn L. <LuAnn.Pickens@baylor.edu>
Subject: Baylor University Systems Access – Approval Request

LuAnn Pickens,

There are Baylor University systems access requests pending your approval. Please login to the Fischer portal to respond. If you have questions regarding this email, please contact the Helpdesk at x4357 or via email at helpdesk@baylor.edu.

Logon to your Account Management Portal to approve these requests.

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New Approvals pending action: 1

Thank You,

Information Security Team
8. Your supervisor will then log into Fischer (http://bearid.baylor.edu) and Approve/Deny the request. Then it will come to payroll for approval and finally to ITS for them to set you up as a new approver.

9. Please contact the ITS Help Desk if you have any questions at 254-710-4357