Baylor Payroll Instructions
Requesting Approver Access

1. To request a new approver access for timecards, go to: [http://bearid.baylor.edu](http://bearid.baylor.edu) and type in your BearID and Password. Please email Payroll after you have requested access. Only you, yourself, or your direct supervisor can request access. **Please do not use these instructions if you are already a timecard approver.** Please email the Payroll Office if you are already a timecard approver and needing to switch a timecard you will be approving.
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>Cody_Gorgas</td>
<td>Cody</td>
<td>899197254</td>
</tr>
</tbody>
</table>

[Select User]

2. Select resources and permissions

1. [Select]

- Banner Access
- Banner Direct DB Access
- TRAX
- Web Timecard Approver
- Search

[Add Resource]

2. 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]

<table>
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<tr>
<th>Last Name</th>
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</table>

[Select User]

2. Select resources and permissions

1. [Select]

- Web Timecard Approver

2. [Done]

[Add Resource]

3. 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.

1. Select a user

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

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<td></td>
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<td>860197254</td>
</tr>
</tbody>
</table>

2. Select resources and permissions

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Permission</th>
<th>Description</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Timecard Approver</td>
<td>Access to Web Timecard Approver</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Specify access period

Gorgas, Cody: Start: 08/05/2016 End: [ ] Permanent [ ]

4. Submit request

Enter comments below, then click Submit Request.

Proxy: Last Name: [ ]

Approving For: Cody Gorgas, Karla Walthier, Gloria Furner or Queue Number: [ ]

Submit request
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.

7. Please email the Payroll Office after you submit your request so that the request can be checked as it moves along the process.

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