

TIME APPROVER/SUPERVISOR

- Get Employee ID # and PCN
- UAccess
- MSS Transaction
- Position
- Create/Modify Position
- Modify Existing Position
- Enter Position Number
- Change Supervisor and/or change Time Approver
- Add note of what you did
- Submit

Attachments Needed

- None are needed

Notes

- Under Risk Management section, select “no” for any circles that are not filled.
- Under Request Comments, type in “Request to change (supervisor or time approver or supervisor and time approver)” – whatever it is you are doing.

Resources

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