UKG Ready Supervisory Rights Access Form

The purpose of this form is to grant supervisory rights access to those supervisors/managers who will be responsible in overseeing, monitoring and approving timecards. Once access has been granted, you will have admission to the whole location division. Your confidential discretion is strongly advised. Please complete form and submit to Payroll Services: Payroll@luc.edu Please allow 1-2 weeks for processing.

New access ☐ Replace existing access ☐ Append to existing access ☐

Is this approver replacing another? YES ☐ NO ☐

If yes, name of old approver: _____

Should supervisory right be removed from the old approver? YES ☐ NO ☐

Employee ID: _____ Approver Job Title: _____

Approver Name: _____ Approver Signature*: _____

Location No.: _____ Location No.: _____

Additional Comments:

Supervisor Name: _____ Supervisor Signature*: _____

**By signing this form you agree in taking full accountability and responsibility in approving timecards in a timely manner every payperiod.*

Do Not Write Below This Line

Payroll Office Use Only

Misc. Code: _____

Department Access: _____

HR Change Date: _____

UKG Ready Update: _____