Update Timesheet Approver(s)

UNIT

SHARED SERVICES CENTER

START

Unit identifies need to change ETS approvers.

Unit submits a ticket with primary and secondary approvers and confirms whether or not the employee will be "on demand" or will fill out regular biweekly timesheets.

Unit checks ticket for accuracy/approval.

Approved

Unit cancels ticket

Ticket received: vetted for completeness

Preparer updates ETS with primary and secondary selection.

Preparer completes final review and resolves ticket.

END