

Please return completed and signed form to Workflow Administrator, Room 317, Row Hall

**APPROVER CHANGE FORM FOR EXISTING DEPARTMENT ID’S**

**Section 1 – Account Information**

Department or Project ID #:

Department or Project Name:

Effective Date of Change:

**Section 2 – Designation of Department Manager/Approver\***

*Name*

*Employee ID*

*PeopleSoft USERID*

\*As defined by the UWG Authorized Approval Institutional Guideline and Procedure

**Workflow Checklist** **Workflow Checklist**   
Update PS Travel  Update PS designate    
Update PS ePRO  Update web list 

Update ePAR  Add/delete roles 

Security Request Form 

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| **Section 3 – Additional On-Line Approvers**  Do you wish to activate an additional on-line approval level requiring someone else to review requests **in addition to** the Department Manager/Approver indicated above? If yes, please indicate the additional approver(s) below:  (ePro)  *Name Employee ID PeopleSoft USERID*  (Travel)  *Name Employee ID PeopleSoft USERID*  (ePAR) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name Employee ID PeopleSoft USERID* |
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| **Section 4 – Approval of Change**  Approved by:  Supervisor of Department Manager Listed Above  Date Approved: |

\* IT Business Systems Security Request Form is required for all new approvers.

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