



# PeopleSoft HR (PSHR) Electronic Workflow Approval Rule Change Request

Human Resources

Please type or print all requested information. Submit your completed form to Human Resources 1300 Seibert Administrative Building Mailstop 5217, Attn: Sara Anderson or FAX to 387-3441. If you have any questions about completing this form, contact HR at 387-3620.

Complete: \_\_\_\_\_  
VP Area: \_\_\_\_\_  
College: \_\_\_\_\_  
Department: \_\_\_\_\_  
Cost Center: \_\_\_\_\_

New Approval Rule Set  
 Modification to Existing

**Form Type:**  
 Incidental Pay  
 Temporary Appointment  
 Hourly Student Appointment  
 Graduate Assistantship Appointment

Note: Only designate the number of Approver Levels needed. However, all Approver Levels supplied require both a primary and an Alternate 1; Alternates 2 and 3 are optional.

Role	Primary	Alternate 1	Alternate 2	Alternate 3
Form Initiator Name/Position #				
Approver Level 1 Name/Position #				
Approver Level 2 Name/Position #				
Approver Level 3 Name/Position #				
Approver Level 4 Name/Position #				
Comments:				

### Authorizing Signatures:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Dean or Vice Provost \_\_\_\_\_ Date \_\_\_\_\_  
(required if the request comes from an Academic department)

Vice President \_\_\_\_\_ Date \_\_\_\_\_