

**NORTHEASTERN STATE UNIVERSITY**

***TIMEKEEPING / LEAVE SYSTEM FORM***

This is a new set-up \_\_\_ This is a change \_\_\_

FACULTY \_\_\_ STAFF \_\_\_ PART TIME \_\_\_ FULL TIME \_\_\_

STUDENT \_\_\_ WORK STUDY \_\_\_ INSTITUTIONAL \_\_\_

Full Name: \_\_\_\_\_

Employee NSU E-mail: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Department: \_\_\_\_\_ Fund: \_\_\_\_\_

Grant Name: \_\_\_\_\_ Org: \_\_\_\_\_

Program: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

Name

Banner ID

**LEAVE APPROVER INFORMATION**  
***ALL FACULTY AND STAFF***

Approver: \_\_\_\_\_

Banner ID: \_\_\_\_\_

**TIMECARD / TIMEKEEPER INFORMATION**  
***STUDENT OR STAFF NON-EXEMPT EMPLOYEES***

Approver: \_\_\_\_\_

Banner ID: \_\_\_\_\_

**Department Time Entry ONLY:**

Timekeeper: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Back-up: \_\_\_\_\_ Banner ID: \_\_\_\_\_

***RETURN COMPLETED FORM TO HUMAN RESOURCES***