Complete and return this form to Tasha Daniels at daniels@american.edu or by fax at 202-885-1861.

Upon receipt, Tasha Daniels will create user accounts so that you can access American University’s online application system and portal through which you can approve students’ time sheets.

Organization Name: ______________________________________________

Primary Supervisor

Name: __________________________________________________________

Phone Number: _________________________________________________

Email Address: _________________________________________________

Primary Time Sheet Approver (if different from primary supervisor)

Name: _________________________________________________________

Phone Number: _________________________________________________

Email Address: _________________________________________________

Alternate Time Sheet Approver

Name: _________________________________________________________

Phone Number: _________________________________________________

Email Address: _________________________________________________
Time Sheet Approver Agreement

______________________________ and ________________________________ at
(Supervisor or Primary Time Sheet Approver) (Alternate Time Sheet Approver)

________________________________________ agree to:
(Organization)

_____ sign AU students’ electronic time sheets by each payroll deadline

_____ limit students’ work to a maximum of 20 hours per week during the academic year and 40 hours per week during the summer

_____ only approve hours worked in the week or pay period reported

_____ only approve hours worked of which I have firsthand knowledge or can verify through suitable means such as sign-in/out sheets

______________________________
Supervisor or Primary Time Sheet Approver Signature    Date

______________________________
Supervisor or Primary Time Sheet Approver Name

______________________________
Alternate Time Sheet Approver Signature    Date

______________________________
Alternate Time Sheet Approver Name