



TimeOnline@UNB / LeaveOnline@UNB
Supervisor / Evaluator Information

Additional information is required when submitting "Staff Change Forms" to HR to complete employee payroll and leave setup. Please fill-out and attach this form each time a change or update is made to an employee's status. Each employee must have a Primary Supervisor, Alternate Supervisor and Evaluator identified for entry into the system.

Below is an explanation of each role:

- 1) **Primary Supervisor** - The supervisor who approves the employees' LeaveOnline and/or TimeOnline requests.
- 2) **Alternate Supervisor** - The supervisor who approves the employees' LeaveOnline and/or TimeOnline requests in the Primary Supervisor's absence.
- 3) **Evaluator** - The Evaluator is the department head. The Evaluator acts as an "administrator" over the Primary and Alternate Supervisor. The Evaluator has the ability to change the Primary or Alternate Supervisor for one or more employees should a supervisor be absent for an extended period of time. The Evaluator does not approve LeaveOnline or TimeOnline requests.

***Each time a "Staff Change Form" is completed please ensure this form is attached so there are no delays in payment.

Employee Name:	Employee Datatel ID#	Position #
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Please print name

Primary Supervisor:

Please print name

Datatel ID Number

Alternate Supervisor:

Please print name

Datatel ID Number

Evaluator:

Please print name

Datatel ID Number