

Reassigning Approvers Using i-Trust for the Web

Log into the system

1. In your internet browser, go to hrms.uchicago.edu
2. Click **HRMS** on the left side of the menu bar.
3. Log in using your HR **operator ID** and password.

Note: These are **not** the same as your CNetID and password. If you do not have an operator ID and password, or forgot yours, please contact Wage and Salary Administration (Janice Cobb 2-8909 or Renee Lucido 2-0315).

Locate the employee and job number:

1. Point to the **Academic** menu and select **Academic Inquiry**.
2. In the Employee field, type the employee's Social Security Number or last name.
3. Click **Departmental Inquiry (System 10)**
 - If you typed the person's last name, you may see a list of names. Select the correct person from the list.

The Job Status screen appears.

4. On the Job Status screen, locate the correct job number for the employee, usually the most recent job. Write down the job number.

Update the Approver(s):

1. Point to the **Academic** menu, and select **Academic Update**.

The employee's SSN should appear in the Employee field.

2. In the Job field, type the correct job number (the one you wrote down).
3. Click **Department Approver**.

The Departmental Time Approver screen appears.

4. In the Time Clock User field, select either **Yes** or **No**:
 - If the employee uses a time clock swiping device, select **Yes**.
 - Otherwise, select **No**.
5. If you want to change the *primary* approver, select the **Time Approver 1** field, delete the Chicago ID shown there, and type the new approver's ChicagoID number.

Note: If you do not know the approver's ChicagoID, you can look it up using whoami.uchicago.edu.

6. If you want to change the *secondary* approver, select the **Time Approver 2** field, delete the ChicagoID shown there, and type the new approver's ChicagoID number.
7. Click the **Enter** button.
8. Review your entries. Make sure the new approver(s) name(s) and email address(es) are correct.
9. Click the **Enter** button a second time.

Your change is complete. It will take effect the next day.