

## Reassigning Approvers Using i-Trust for the Web

---

### ***Log into the system***

1. In your internet browser, go to [hrms.uchicago.edu](https://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](http://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.*