



**Continuous eRSP Telephony Use:**

**Director Approval Form**

Supervisors that require staff members to record their clocks via telephony on a regular basis via their own personal cell phone will have to follow the below guidelines in order to utilize this workflow and get a sign off from the program director.

Criteria Required for Telephony Punches via Cell Phone:

- The eRSP app is nonresponsive
- Service is being provided in a “Dead Zone” with poor internet connection
  - Documentation provided to Supervisor
- No accessible landline

Supported Individual:	Supervisor:
Approved DSPs:	
Request Date:	Approval Date:
Reason for Request:	
Supervisor Signature:	Director Signature:
Date:	Date: