



Time Sheet Org Change

ROUTING
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Instructions: Complete sections 1-3. In accordance with ARP 15.40, the **Computer & Data Security** training must be completed before access will be granted. The online training can be found by logging on to trainingcentral.nmsu.edu. Scan and e-mail the completed form to security_admin@nmsu.edu, or fax to 8 646-2699 (fax must be dialed as 8 646-2699 even if on campus).

SECTION 1: REQUESTOR INFORMATION

Date Required: _____ PSL
Requestor Name: _____ Department: _____
E-mail Address: _____ Phone: _____

SECTION 2: REQUEST DETAILS

Time Sheet Org Changes (Student and Temporary Employees)

Add an Approver: Time Sheet Org _____

Approver:
Name: _____
Aggie ID#: _____
Position #: _____

Proxy:
Name: _____
Aggie ID#: _____
Position #: _____

Replace an Approver: Time Sheet Org _____

From:
Name: _____
Aggie ID#: _____
Position #: _____
Proxy: _____
Proxy Aggie ID #: _____

To:
Name: _____
Aggie ID#: _____
Position #: _____
Proxy: _____
Proxy Aggie ID #: _____

Create a New Time Sheet Org
Hiring Org #: _____

Approver:
Name: _____
Aggie ID#: _____
Position #: _____

Title of Time Sheet Org: _____
Proxy:
Name: _____
Aggie ID#: _____
Position #: _____

Reports To Approver Changes (Regular Employees)

Reports to Approver Org Access:
NOTE: PAFs to assign user as Reports To approver must be processed by HR first before Org access will be granted

Approver:
Name: _____
Aggie ID#: _____
Position #: _____

Proxy:
Name: _____
Aggie ID#: _____
Position #: _____

Replace Vacant Reports To Approver: *NOTE: temporary assignment until position is filled*

From:
Name: _____
Aggie ID#: _____
Position #: _____

To:
Name: _____
Aggie ID#: _____
Position #: _____

SECTION 3: OFFICIAL APPROVAL

Printed Name: _____ Department Head/Dean/Director Signature: _____ Date: _____

Reset