



Time Sheet Org Change

ROUTING	ICT, MSC 3AT
	security_admin@nmsu.edu
	Phone 646-8221
	Fax 8 646-2699

Purpose: 1) to request changes to Timesheet Org approvers and 2) to temporarily assign a 'Reports To' position number in place of a vacant position. Instructions: Type or print employee information. Fill in applicable sections for requested systems. Keep a copy for your files and forward original form to ICT-UCC, 3AT; or fax to 6 646-2669 (fax must be dialed as 8 646-2699 even if on campus); or scan and e-mail to security_admin@nmsu.edu. If assistance is needed to complete the form, please contact 575-646-8221.

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 #: _____

Title of Time Sheet Org: _____

Approver:

Name: _____

Aggie ID#: _____

Position #: _____

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