

# WEBER STATE UNIVERSITY

## TIME AND ATTENDANCE SYSTEM DEPARTMENT ACCESS REQUEST FORM

RETURN TO PAYROLL, MC 1021

The employees below request access rights to the Time and Attendance System for the department(s) listed. The information on the TAS system is considered sensitive and could be confidential and should be treated as such.

CAMPUS DEPARTMENT: \_\_\_\_\_

| 5 DIGIT ORG CODE<br>& DEPT NAME | TIMEKEEPING<br>ROLE   | EMPLOYEE NAME   | EMPLOYEE SIGNATURE | *ACCESS (Y OR N) |        |      |
|---------------------------------|---|-----------------|--------------------|------------------|--------|------|
|                                 |   |                 |                    | EDIT             | VERIFY | VIEW |
| ORG CODE:<br><br>DEPT. NAME:    | <input type="checkbox"/> PRIMARY<br><br><input type="checkbox"/> BACKUP | NAME:<br><br>W# |                    |                  |        |      |
| ORG CODE:<br><br>DEPT. NAME:    | <input type="checkbox"/> PRIMARY<br><br><input type="checkbox"/> BACKUP | NAME:<br><br>W# |                    |                  |        |      |
| ORG CODE:<br><br>DEPT. NAME:    | <input type="checkbox"/> PRIMARY<br><br><input type="checkbox"/> BACKUP | NAME:<br><br>W# |                    |                  |        |      |
| ORG CODE:<br><br>DEPT. NAME:    | <input type="checkbox"/> PRIMARY<br><br><input type="checkbox"/> BACKUP | NAME:<br><br>W# |                    |                  |        |      |
| ORG CODE:<br><br>DEPT. NAME:    | <input type="checkbox"/> PRIMARY<br><br><input type="checkbox"/> BACKUP | NAME:<br><br>W# |                    |                  |        |      |

\* A "Y" or "N" must be entered in each column for each organization code listed. If you need additional lines to define users, please attach additional sheets. Each department must have a primary timekeeper and a backup timekeeper assigned.

|                          |               |                        |               |
|--------------------------|---------------|------------------------|---------------|
| <b>APPROVAL-</b>         |               |                        |               |
| _____<br>Department Head | _____<br>Date | _____<br>Dean/Director | _____<br>Date |

