

# DEPARTMENTAL TIME AND ATTENDANCE MAINTENANCE FORM

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_  
(Person Submitting Request)

Approver       Timekeeper       Proxy - Approver       Proxy - Timekeeper

Department/Budget Unit Title: \_\_\_\_\_ Timekeeping Organization #: \_\_\_\_\_

**Current Employee:**

\_\_\_\_\_ CWID#      \_\_\_\_\_ Employee Name      \_\_\_\_\_ User Name      \_\_\_\_\_ Position #

**Replaced By:**

\_\_\_\_\_ CWID#      \_\_\_\_\_ Employee Name      \_\_\_\_\_ User Name      \_\_\_\_\_ Position #

\_\_\_\_\_ Effective Date of Change      \_\_\_\_\_ Employee Direct Phone #

### REASON FOR CHANGE OF ACCESS

No Longer Needs Access to this Timekeeping or Approval Queue

Terminated or Retired

Other:

Transferred to Department:

New Timekeeping Organization #: \_\_\_\_\_

Date New Department was Notified: \_\_\_\_\_

Budget Unit Head: \_\_\_\_\_  
Date

### FOR BUSINESS AFFAIRS USE ONLY

\_\_\_\_\_  
NBAJOBS

\_\_\_\_\_  
Security

\_\_\_\_\_  
Email

\_\_\_\_\_  
NTRAPRX

\_\_\_\_\_  
NTRRQUE

\_\_\_\_\_  
Training

**Please email completed form to Business Affairs - Data Entry ([dataentry@nsula.edu](mailto:dataentry@nsula.edu)) for processing.**