

UNT | SYSTEM™

Office of the Controller

UNIVERSITY OF NORTH TEXAS SYSTEM

AUTHORIZED EMPLOYEES FOR TIMEKEEPER SECURITY

The following employees are authorized as time keepers to enter time for the designated HR Department.

<u>Department Name:</u>	<u>Dept. # (HR Dept)</u>	<u>Dynamic Group #</u>
_____	_____	_____

<u>Timekeeper:</u>	<u>EUID (EX: jlb0501):</u>
_____ Name	_____
_____ Name	_____
_____ Name	_____

<u>OR Model Security from Current Timekeeper:</u>	<u>EUID:</u>
_____ Name	_____
_____ Name	_____

Department Chairman/Head:

Name

Department Chairman/Head Signature

Date

Return the completed form to Mary.Davis@untsystem.edu and GeorgeAnna.Bray@untsystem.edu