



**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.

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

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

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

**Department Chairman/Head:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department Chairman/Head Signature

\_\_\_\_\_  
Date

Return the completed form to [Mary.Davis@untsystem.edu](mailto:Mary.Davis@untsystem.edu) or [GeorgeAnna.Bray@untsystem.edu](mailto:GeorgeAnna.Bray@untsystem.edu)