

Request for Permission to Submit Time and Attendance Electronically

Supervisor's Name: _____

Supervisor's E-mail Address: _____

Department: _____

This password is for my use ONLY. I will be held accountable for all transactions processed with this code.

Signature

Office Use Only

Date received: _____

Password assigned: _____

Approved: _____

Payroll Director

A new password can be assigned at any time based upon written request of the supervisor to the Payroll Office.

Please return this form to the Payroll Office

Revised 9/11/02