

New Mexico State University
E-Hire Routing Template Request

Instructions: Type or print information. Fill in applicable sections. Complete one form per routing template. Keep a copy for your files and forward original form to ICT-UCC, 3AT. If assistance is needed to complete the form please contact 646-HELP (4357).
If deleting a template, section 3 is not required.

Section: 1 (Must be completed)	INITIATOR INFORMATION
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Employee Name: _____ Employee Title: _____ Employee ID# _____
Email Address: _____ Phone: _____ Campus Box: _____
College: _____ Organization: _____ Department/Sub Dept: _____


Section: 2 (Must be completed)	ROUTING TEMPLATE INFORMATION
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Date Required: _____ ADD DELETE CHANGE (to existing definition)
Department/Sub Dept. Name: _____
Department Routing Template Organization Code: _____ Template Name: _____

Section: 3	AUTHOR/APPROVER INFORMATION
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Add	Delete
Dept Authors/Originators: <i>(All Authors/Originators and Approvers will automatically be setup to receive informational e-mails.)</i>	
Name: _____	Name: _____
Email Address: _____	Email Address: _____
NMSU/Banner ID: _____	NMSU/Banner ID: _____
Dept. Head/Director Level Approvers (Level 1):	
Name: _____	Name: _____
Email Address: _____	Email Address: _____
NMSU/Banner ID: _____	NMSU/Banner ID: _____
Dean/VP Level Approvers (Level 2):	
Name: _____	Name: _____
Email Address: _____	Email Address: _____
NMSU/Banner ID: _____	NMSU/Banner ID: _____
Informational E-mails: <i>(List additional E-hire users to receive informational e-mails.)</i>	
Name: _____	Name: _____
Email Address: _____	Email Address: _____
NMSU/Banner ID: _____	NMSU/Banner ID: _____

Section 4: (Must be completed)	AUTHORIZED APPROVALS
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Print Name _____  Signature _____ Date _____
Supervisor/Department Head/Dean/Director Approval