



# New Mexico State University Time Sheet Org Change Form

Instructions: Type or print employee information. Fill in applicable sections for requested access. Keep a copy for your files and forward original form to ICT-UCC, MSC 3AT or fax a copy to 646-2699 If assistance is needed to complete the form, please contact 646-HELP (4357).

## DEPARTMENT AUTHORIZATION INFORMATION

Date Required _____	<b>PSL/CSBF</b>
Requestor Name _____	Department _____
Email Address _____	Phone # _____
Print Name _____	Signature _____
Department Head/Dean/Director Approval	Department Head/Dean/Director Approval

## APPROVER CHANGES

### Add an Approver

Time Sheet Org. \_\_\_\_\_

#### Approver Information:

Name \_\_\_\_\_

Banner Person ID \_\_\_\_\_

Position # \_\_\_\_\_

#### Proxy Information:

Name \_\_\_\_\_

Banner Person ID \_\_\_\_\_

Position # \_\_\_\_\_

### Replace an Approver

Time Sheet Org. \_\_\_\_\_

#### From:

Banner Person ID \_\_\_\_\_

Name \_\_\_\_\_

Position # \_\_\_\_\_

Proxy \_\_\_\_\_

Proxy Banner ID \_\_\_\_\_

#### To:

Banner Person ID \_\_\_\_\_

Name \_\_\_\_\_

Position # \_\_\_\_\_

Proxy \_\_\_\_\_

Proxy Banner ID \_\_\_\_\_

### Add a New Time Sheet Org

Exempt

or

Non-exempt

Hiring Org. \_\_\_\_\_

Title of Time Sheet Org. \_\_\_\_\_

#### Approver:

Banner Person ID \_\_\_\_\_

Name \_\_\_\_\_

Position # \_\_\_\_\_

#### Proxy:

Banner Person ID \_\_\_\_\_

Name \_\_\_\_\_

Position # \_\_\_\_\_

*Note: If you need to change an employee's Time Sheet Org, please complete a PAF <http://www.nmsu.edu/~boffice/forms/PDF%20Files/PAF.pdf>*