



Houston Community College  
Payroll Department

PeopleSoft Time and Labor Timekeeper Access Request Form  
(Pilot Participants)

Please fill in the requested information below to either request new, update existing, or remove a Timekeeper's access. As a TL Timekeeper, the designated person will receive the monthly distribution of Payroll Calendars via e-mail. The TL Timekeeper will also have access to enter time/exception hours and correct time in the PeopleSoft Time and Labor System for the specified GroupID(s).

Name: \_\_\_\_\_ HCC Email: \_\_\_\_\_  
Position/Title: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_ Emplid: \_\_\_\_\_  
Department: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Group ID: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Create New User Access      Effective Date: \_\_\_\_\_  
 Update Existing User Access      Effective Date: \_\_\_\_\_  
 Remove Existing User Access      Effective Date: \_\_\_\_\_

**TL Timekeeper Access Request(s):**

Primary Timekeeper       Back-Up Timekeeper

Group ID in which he/she needs access to: \_\_\_\_\_

Other Group ID(s) in which he/she needs access to: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

HCC Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Stamped Signatures are not accepted)*

To ensure prompt attention, please fax to the Payroll Department at (713) 718-5024. Attention: Queen Haynes. Keep a copy for your files and send the original form to Payroll. The Mail Code for the Payroll Department is MC1116-D. Thank you for your cooperation.