

Houston Community College System Time Entry User Form

Please fill in the requested information below to either add a new or terminate an existing Time Entry User's access and timesheet distribution for an Organization Code. As a Time Entry User, the designated person will receive the semi-monthly payroll distribution of Timesheets/Rosters and the monthly distribution of Payroll Calendars via e-mail. The Time Entry User will also have access to enter time/exception hours on the WEB based Time Entry System for the specified Organization Code(s).

Organization Code: _____
College: _____

Department Name: _____
Address/Location: _____

Time Entry User(s):

- New User Access
- Add Org. Code to Existing User
- Terminate User Access

Effective Date of Change: _____
Effective Date of Change: _____
Effective Date of Change: _____

Name: _____
E-mail: _____
Phone: _____

Title: _____
SSN: _____
Fax: _____

Other Organization Codes in which he/she need access: _____

- New User Access
- Add Org. Code to Existing User
- Terminate User Access

Effective Date of Change: _____
Effective Date of Change: _____
Effective Date of Change: _____

Name: _____
E-mail: _____
Phone: _____

Title: _____
SSN: _____
Fax: _____

Other Organization Codes in which he/she need access: _____

Person(s) Authorized to Pickup Paychecks:

Primary Designatee

Name: _____
E-mail: _____
Phone: _____

Title: _____
Mail Code: _____
Fax: _____

Secondary Designatee

Name: _____
E-mail: _____
Phone: _____

Title: _____
Mail Code: _____
Fax: _____

Supervisor Approval:

Name: _____
E-mail: _____
Phone: _____
Signature: _____

Title: _____
Mail Code: _____
Fax: _____
Date: _____

(Stamped Signatures are not accepted)

To ensure prompt attention, please fax to the Payroll Department at (713) 718-5024. ATTN: Queen Haynes. The original form containing the Supervisor's signature will need to follow by mail. The Mail Code for the Payroll Department is MC1116-D. Thank you for your cooperation.