

Time Management Access Request



FINANCE & TREASURY

FINANCE.PRINCETON.EDU/FORMS/

LAST UPDATED: 2/8/21

TODAY'S DATE

User Information

FIRST NAME	LAST NAME	EMPLOYEE ID NUMBER
TITLE	NET ID	
DEPARTMENT NAME	DEPARTMENT NUMBER	

Access Request

- New Request for Access Change/Update Access Inactivate User

Role

Select only one:

- Time Entry Clerk (Can enter time only)
- Time Supervisor (Can enter time, approve time, create schedules)
- Time Pay Representative (Can enter time, approve time, create schedules, and has final approval authority for payroll submission)
- Department number(s) for Pay Representative:

Group(s)

Note: Complete this section for Time Entry Clerks and Time Supervisors ONLY.

Group(s)	Check if group is new	Group(s)	Check if group is new
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

I understand that access to Princeton University's Time and Absence Management System is approved solely in conjunction with my assigned duties as an employee of the University and not for my personal benefit or for the benefit of others. I agree that I will take appropriate measures to preserve the confidentiality of that information and not divulge the contents of any record or report to any person except in the conduct of my work assignment and in accordance with University and departmental policies and procedures. I understand that I am responsible for maintaining the security of my own account(s) and password(s) and will follow established guidelines for changing passwords. I agree not to share my personal ID(s) or password(s) with any other person and that I am responsible for any activity carried out under it. I UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT IS CAUSE FOR DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

Signature

APPLICANT NAME (PRINT NAME)	DATE	SIGNATURE
DEPT CHAIR/MANAGER/OFFICE HEAD/PAY REP (PRINT NAME)	DATE	SIGNATURE

> Send the completed and signed form to time@princeton.edu.

*****FOR ADMINISTRATIVE USE ONLY*****

Date Assigned:

Email Confirmation Sent: