

## ADLOC Addition/Change Form

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tamu.edu or (979) 845-2778 or 845-2779.

**INSTRUCTIONS** This form is used by Payroll Services to assign a new ADLOC or make changes to a current ADLOC for a department. The account must exist in FAMIS before an ADLOC can be created. The name on the account must match the name on FAMIS. An EPA will need to be processed to change the adloc for any current employee. Remember to also complete the IMG-200 Departmental Imaging Access Request – Payroll Reports form for a new ADLOC.

**ADLOC Information**  Add  Change

ADLOC Name		Email
ADLOC Number	Pay Seq	Mail Stop

**Primary Contact/ES Liaison**  Add  Change

Name		Email
Phone	Fax	Mail Stop

**Secondary Contact/ES Liaison**  Add  Change

Name		Email
Phone	Fax	Mail Stop

**Additional Contact Information**  Add  Change

Name		Email
Phone	Fax	Mail Stop

\_\_\_\_\_  
Department Head, Dean, or Director Signature

\_\_\_\_\_  
Date

**SUBMIT FORM TO:**

Payroll Services  
MS 1261  
payroll@tamu.edu  
Fax (979) 845-4134

**NEED HELP?**

Payroll Services  
Phone (979) 845-2778 or 845-2779  
payroll@tamu.edu

**Office Use Only**

Received:	Approved:	Processed:
Notes:		