

## TimeTraq Access Request 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](mailto:payroll@tamu.edu), or for Galveston inquiries, contact [payroll@tamug.edu](mailto:payroll@tamug.edu). You can also request help by phone by calling one of the numbers referenced below.

**INSTRUCTIONS** This form is used to delegate access in TimeTraq. The completed form should include the type of access needed and to what adloc(s) the user should have access. The completed form should be sent to Payroll Services (see contact information at bottom of page). More information concerning role definition and responsibility can be found at <https://apps1.system.tamus.edu/timetraq/Help/EN/Default.htm> online.

Add user       Delete user       Update Current User Access

Employee Name	Department Name
Employee UIN (last 4 digits only)	Telephone
Email	Adloc(s)

**Please check all that apply.**

<input type="checkbox"/> <b>Department Administrator</b> access <input type="checkbox"/> Update (will allow user to view and edit information) <input type="checkbox"/> Inquiry (will allow user to only view information)	<input type="checkbox"/> <b>Department Approver</b> access (Access will give user ability to approve ADLOC to Payroll)
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I understand that information concerning employees' identity which may come to my knowledge while using the TimeTraq Application is to be held in the strictest confidence and may not be disclosed except as provided in policy and procedures pertaining to performance of my job duties and assignments. By logging on to this computer system, I acknowledge my responsibility for strictly adhering to university policy and state and federal law. I also am aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information from TimeTraq.

In addition, I understand that computer system password(s) I receive or devise is (are) confidential. I will not disclose to any unauthorized person any password(s) which I am given or devise and I will not write down such password(s) or post them where they may be viewed by unauthorized people. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my password(s). I agree further NOT to attempt to circumvent the computer security system by using or attempting to use any transaction, software, files or resources I am not authorized to use. I understand that use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited. I also understand that failure to observe these restrictions constitutes a "Breach of Computer Security" as defined in the TEXAS PENAL CODE, CHAPTER 33, and that such an offense will subject me to university or agency disciplinary action and criminal prosecution to the full extent of the law.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head or Approver from FD860

\_\_\_\_\_  
Date

**TAMU—SUBMIT COPY OF FORM TO:**

Payroll Services  
General Services Complex, Suite 1201  
MS 1261  
[payroll@tamu.edu](mailto:payroll@tamu.edu)  
Fax (979) 845-4134

**TAMUG —SUBMIT COPY OF FORM TO:**

Payroll Services  
Sea Aggie Center, Bldg 3026  
Suite 800, Room 807  
[payroll@tamug.edu](mailto:payroll@tamug.edu)  
Fax (409) 740-4573

**NEED HELP?**

College Station -  
[payroll@tamu.edu](mailto:payroll@tamu.edu)  
(979) 845-2778  
(979) 845-2779  
Galveston - [payroll@tamug.edu](mailto:payroll@tamug.edu)  
(409) 740-4837