



Time Sheet Org Change

ROUTING

IT--Data Center &
Access Control
[Submit](#)
[TeamDynamix Ticket](#)

Instructions: Complete sections 1-3. In accordance with ARP 15.40, the Computer & Data Security training must be completed before access will be granted. The online training can be found by logging on to trainingcentral.nmsu.edu. Submit the signed and completed form through a [TeamDynamix Ticket](#).

SECTION 1: REQUESTOR INFORMATION

Date Required: _____ ☐ PSL

Requestor Name: _____ Department: _____

E-mail Address: _____ Phone: _____

SECTION 2: REQUEST DETAILS

Time Sheet Org Changes (Student and Temporary Employees)

☐ Add an Approver: Time Sheet Org _____

Approver:

Name: _____

Aggie ID#: _____

Position #: _____

☐ Replace an Approver: Time Sheet Org _____

From:

Name: _____

Aggie ID#: _____

Position #: _____

Proxy: _____

Proxy Aggie ID #: _____

Proxy:

Name: _____

Aggie ID#: _____

Position #: _____

To:

Name: _____

Aggie ID#: _____

Position #: _____

Proxy: _____

Proxy Aggie ID #: _____

☐ Create a New Time Sheet Org

Hiring Org #: _____

Approver:

Name: _____

Aggie ID#: _____

Position #: _____

Title of Time Sheet Org: _____

Proxy:

Name: _____

Aggie ID#: _____

Position #: _____

Reports To Approver Changes (Regular Employees)

☐ Reports to Approver Org Access:

NOTE: PAFs to assign user as Reports To approver must be processed by HR first before Org access will be granted

Approver:

Name: _____

Aggie ID#: _____

Position #: _____

Proxy:

Name: _____

Aggie ID#: _____

Position #: _____

☐ Replace Vacant Reports To Approver: **NOTE: temporary assignment until position is filled**

From:

Name: _____

Aggie ID#: _____

Position #: _____

To:

Name: _____

Aggie ID#: _____

Position #: _____

SECTION 3: OFFICIAL APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Department Head/Dean/Director