

RUTGERS UNIVERSITY LIBRARIES
ADD NEW SUPERVISOR OR PAYROLL ADMINISTRATOR IN
TIMETRAK

Supervisor/Payroll Administrator Information

Effective Date of Change: _____

Last Name: _____ First Name: _____ M.I. _____

Campus Mailing Address: _____

Campus Phone Number: _____

E-Mail Address: _____

Does TimeTrak software need to be installed? _____ No _____ Yes

If yes, please include Library bldg and room number: _____

Please check appropriate boxes:

Primary Secondary

Library Code: _____ Department Code: _____

Library Code: _____ Department Code: _____

Library Code: _____ Department Code: _____

Library Code: _____ Department Code: _____

Library Code: _____ Department Code: _____

Library Code: _____ Department Code: _____

Library Code: _____ Department Code: _____

Library Code: _____ Department Code: _____

Approvals

Signature of Payroll Administrator: _____ Date: _____

**Please mail the completed form to the Libraries Budget Office at Alexander Library
or fax it to 732-932-7637.**

To Be Completed by Libraries Budget Office Only

Training Date: _____ by _____

Date entered in Timetrak: _____

Date enrolled in RUL_HPS listserv: _____

Date Payroll Administrator and Supervisor notified of status: _____

08/15/06dk (t:budget/payroll/add new supervisor in timetrak)