

**RUTGERS UNIVERSITY LIBRARIES
CHANGES TO SUPERVISOR OR PAYROLL ADMINISTRATOR IN
TIMETRAK**

Payroll Administrator/Supervisor Information

Effective Date of Change: _____

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

New Campus Mailing Address: _____

New Campus Phone Number: _____

E-Mail Address: _____

_____ Inactivate (remove from Timetrak)

_____ Changes (additions/deletions as indicated below)

Please check appropriate boxes:

Primary Secondary Add Delete

Library Code: _____	Department Code: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Code: _____	Department Code: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Code: _____	Department Code: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Code: _____	Department Code: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Code: _____	Department Code: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Code: _____	Department Code: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Code: _____	Department Code: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Code: _____	Department Code: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Date change was entered in Timetrak: _____

Date Payroll Administrator and Supervisor notified of status: _____

Date Removed from RUL_HPS listserv: _____

08/18/09dk (t:budget/WEB Hourly Payroll/changes to supervisor in timetrak)

Last Updated: 10/14/09 dk