



HR Liaison and Coordinator Designation Form

INSTRUCTIONS This form is used to designate, change or delete HR Liaison and/or HR Liaison Coordinator department administrator access. To determine which role is appropriate, review the description at <http://employees.tamu.edu/liaisons/joining/>. The employee who will fulfill the role must read the *Statement of Responsibility* below and sign along with the department head making the designation.

EMPLOYEE INFORMATION			
Employee Name		UIN	
Job Title		Email	
Department		Mail Stop	Phone
Designation: <input type="checkbox"/> HR Liaison Coordinator <input type="checkbox"/> HR Liaison		Action: <input type="checkbox"/> New Access <input type="checkbox"/> Delete Access <input type="checkbox"/> Change Access	
			Effective Date
ADLOC(s) liaison will support:			
If replacing a liaison, provide that liaison's name:			

HUMAN RESOURCES-RELATED FUNCTION/SYSTEM	UPDATE	READ ONLY
HRConnect (access emergency contact information)	<input type="checkbox"/>	<input type="checkbox"/>
iBenefits (create record for benefit enrollment)	<input type="checkbox"/>	<input type="checkbox"/>
LeaveTraq (submit, approve and maintain leave requests and balances)	<input type="checkbox"/>	<input type="checkbox"/>
TrainTraq (enter and view training records)	<input type="checkbox"/>	<input type="checkbox"/>
Single Sign-On (assign supervisors and reset passwords/devices)	<input type="checkbox"/>	
PATH – Portal Access for Total HR (manage postings, positions and performance)	<input type="checkbox"/>	
PAYROLL-RELATED FUNCTION/SYSTEM (Additional Forms Required as Noted)	UPDATE	READ ONLY
Employee Payroll Action (initiate personnel and salary actions) Use "FD-805 Financial Systems Access Request" (http://fmo.tamu.edu/media/59488/FD-805.pdf)	<input type="checkbox"/>	<input type="checkbox"/>
TimeTraq (create and route timesheets) Use "Access Form – TimeTraq & Electronic Monthly Payroll" (http://payroll.tamu.edu/forms/)	<input type="checkbox"/>	<input type="checkbox"/>
Guardian I-9 (initiate and complete Form I-9) – <i>Instructions and link to additional form will be emailed to Liaison.</i>	<input type="checkbox"/>	
UIN Manager (create and maintain Universal Identification Number)	<input type="checkbox"/>	
UIN Search (search global UIN) – <i>Instructions and link to additional form will be emailed to Liaison.</i>		<input type="checkbox"/>

STATEMENT OF RESPONSIBILITY:

I have read and understand that I will be violating System Policies and Regulations and State and Federal law if I gain or help others gain unauthorized access to any function/system to which I am granted access. I understand that the information I have access to view may be confidential in nature (e.g. payroll information, medical information, etc.). I acknowledge that I will not use this information for non-System purposes or for purposes that are not within the responsibilities of my position description. I understand that if I reveal confidential information or use information in an inappropriate manner I may be subject to disciplinary action, up to and including termination and criminal prosecution to the full extent of the law (Texas Penal Code, Chapter 33).

REQUIRED APPROVALS	Signature	Date
Employee Name		
HR Liaison Coordinator, if applicable		
Department Head		

SUBMIT FORM TO: Liaison Administrator hrnetwork@tamu.edu Fax (979) 845-6894 MS 1255	NEED HELP? HR Liaison Administrator Phone (979) 862-3854 hrnetwork@tamu.edu
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