



## ADLOC Additions/Changes/Deletions

**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, email us at [payroll@tamu.edu](mailto:payroll@tamu.edu) or call (979) 845-2711.

**INSTRUCTIONS** This form is used by Payroll to assign a new ADLOC, make changes to, or delete a current ADLOC for a department. The account must exist in FAMIS before an ADLOC can be created. The name on the account must match the name in FAMIS. A Supervisory Organization Request form will be needed to create a new supervisory organization.

ADLOC Information		Add	Change	Delete
ADLOC Name		Effective Date		
ADLOC Number		Mail Stop		

Primary HUB HR Professional Contact			Add	Change	Delete
Name			Email		
Phone	Fax	Mail Stop			

Secondary HUB HR Professional Contact			Add	Change	Delete
Name			Email		
Phone	Fax	Mail Stop			

Additional Contact Information			Add	Change	Delete
Name			Email		
Phone	Fax	Mail Stop			

\_\_\_\_\_  
*Department Head, Dean, or Director Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name of Department Head, Dean or Director*

**SUBMIT FORM TO:**

Payroll  
MS 1261  
[payroll@tamu.edu](mailto:payroll@tamu.edu)  
Fax (979) 845-4134

**NEED HELP?**

Payroll  
Phone (979) 845-2711  
[payroll@tamu.edu](mailto:payroll@tamu.edu)

**Payroll Use Only**

Ticket #:	Received:	Processed:	Notes:
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