



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

<p><b>SUBMIT FORM TO:</b> Liaison Administrator <a href="mailto:hrnetwork@tamu.edu">hrnetwork@tamu.edu</a> Fax (979) 845-6894   MS 1255</p>	<p><b>NEED HELP?</b> HR Liaison Administrator Phone (979) 862-3854 <a href="mailto:hrnetwork@tamu.edu">hrnetwork@tamu.edu</a></p>
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