



Time Collection System
Time Administrator Account Application
(please print clearly)

Applicant's Name _____ Date _____

Applicant's Title _____ Tel. Ext. _____

Brandeis UNET address (required) _____

Are you a temporary employee? ☐ yes ☐ no

Department Name _____ Supervisor _____

Indicate if you need access to Time Collection for:

☐ non-exempt entry ☐ exempt entry ☐ both

Indicate if you are the ☐ primary ☐ or back-up Time Administrator in your department and if you need training on the system _____.

If due to a replacement, please indicate whom you replace _____.

Please list each Human Resource Department number(s) for which applicant will be entering time and/or paid time off.

1. _____ 2. _____ 3. _____ 4. _____

5. _____ 6. _____ 7. _____ 8. _____

The Time Collection System is used exclusively for the official business of Brandeis University. I understand that as a Time Administrator for my department, I share in the responsibility of safeguarding the confidentiality of all current and past employees. I understand that access to the system is granted only with supervisory approval, and that any misuse of confidential information may be grounds for disciplinary action up to and including termination.

By signing below, I accept responsibility for work done using my account, and for maintaining the confidentiality of the data.

Applicant Signature

Date

I approve this application for an account for the above named applicant. I further agree to notify the Payroll Office when this person either leaves the department, or is no longer responsible for time input into the Time Collection System. I agree to send this notification to the Payroll Office at least two weeks in advance of any change in staff or job responsibilities.

Department Head or Supervisor

Date

Please send this application to the Payroll Office, 60 Turner St. Please allow one week for the account to be created. If you have any questions, please call the Payroll Office at 6-4476.

Office Use Only:

Payroll Office Approval _____ Security Role _____ Date _____

Security Created By _____ Date _____
