



Brownsville Independent School District

Payroll Department

1900 Price Road #732, Brownsville, Texas 78521 (956) 548-8391 Fax (956) 550-0476

Dr. Carl A. Montoya
Superintendent of Schools

Kenneth Lieck
Payroll Administrator

SUMMER TimeClock Plus Manager Request Delete/Add User(s)

Date: _____ Campus/Department: _____

Contact Name: _____ Phone/Ext.: _____

This list provides the names, title, employee identification number and e-mail of those employees who will have access to the "TimeClock Plus Manager" at the location mentioned above.

Please note: User Name is the login used for your computer (Example: **AFREEMAN**), and not your password.

Supervisors/Administrators:

Add	Delete	Employee Name	Title	ID #	E-Mail	User Name (Comp Login)

Timekeepers:

Add	Delete	Employee Name	Title	ID #	E-Mail	User Name (Comp Login)

Authorized by:

Campus/Department Administrator *[Print]*

Campus/Department Administrator *[Signature]*

Date

NOTE: The list will take into effect 24 hours after it is received at the Payroll Department.

PLEASE FAX TO: 550-0476

