



Payroll Time Entry Liaison Form

Please use a separate Form for EACH departmental Timekeeping organization number and/or Payroll ID - HR, NE, EX

Timekeeping Organization Number: _____

Department Name: _____

Campus Address: _____

Time Entry Liaison: _____

Liaison Email: _____

Liaison Phone Number: _____

Time Entry Proxy: _____

Proxy Email: _____

Proxy Phone Number: _____

Each Timekeeping Liaison must have a Proxy set up on NTRPROX

Refer to the Banner HR website: <http://banner.uncg.edu/hr/> - Documentation – Time & Leave Entry

Indicate the following:

(HR) Hourly timekeeper (NE) Non-Exempt timekeeper (EX) Exempt timekeeper

If the above Payroll Timekeeping Liaison or Proxy should leave the department, I understand that I need to contact Payroll as soon as possible to designate a new Timekeeping Liaison.

Print Name of Dept Dean/Director

Phone

Date

Signature of Dept Dean/Director

Email