



UNIVERSITY OF NOTRE DAME

UltraTime Electronic Time-keeping System

Employee Additions/Changes

Note: All fields are required to be filled. Incomplete forms will be returned without processing.

Department:
 Banner Org. Code (*Example: XXXXX*):
 Campus Address:
 Campus Telephone:
 Person Requesting Add or Change:
 Date:

Employee <u>NDID</u>	Employee Name	Start Date	Position Number	Supervisor Name	Supervisor <u>NetID</u>	Back-Up Supervisor <u>NetID</u>	Access (<i>Choose Only One</i>)	
							Time Clock Swipe	WebTime Entry
<i>Example: 9XXXXXXXXX</i>	<i>Ex: John Q. Student</i>			<i>Ex: Mary Supervisor</i>	<i>Ex: msupervi</i>		Yes/No	Yes/No

Send completed forms to Payroll via e-mail to: blight.1@nd.edu · Campus Mail to 724 Grace Hall · Fax to 631-3138.