

Add Employee(s)

Remove Employee(s)

*Time Clock Plus  
Assigned Employee(s) Form*

REGULAR LOC #	ID #	LAST NAME	FIRST NAME

**Supervisor/Administrator:**

_____	_____	_____	_____
User ID (Print)	User Name (Print)	Employee ID #	IP Phone #
_____	_____	_____	_____
User ID (Print)	User Name (Print)	Employee ID #	IP Phone #

**Timekeepers:**

_____	_____	_____	_____
User ID (Print)	User Name (Print)	Employee ID #	IP Phone #
_____	_____	_____	_____
User ID (Print)	User Name (Print)	Employee ID #	IP Phone #

**Authorized By:**

_____	_____	_____
Campus/Department Administrator [Print]	Campus/Department Administrator [Signature]	Date