

## UltraTime Electronic Time-keeping System Employee Additions/Changes

Note: All fields are required to be filled. Incomplete forms will be returned without processing.							
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Employee Name	Start Date	Position Number	Supervisor Name	Supervisor NetID	Back-Up Supervisor <u>NetID</u>	Time Clock	webTime Entry
Ex: John Q. Student			Ex: Mary Supervisor	Ex: msupervi		Yes/No	Yes/No
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						Supervisor NetID	Supervisor NetID Superv

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