ADLOC Additions/Changes/Deletions

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact Payroll at payroll@tamucc.edu or (361) 825-3231.

INSTRUCTIONS This form is used by Payroll to assign a new ADLOC, make changes to, or delete a current ADLOC for a department. The account must exist in FAMIS before an ADLOC can be created. The name on the account must match the name in FAMIS. A Supervisory Organization Request form will be needed to create a new supervisory organization.

ADLOC Information   Add   Change   Delete

ADLOC Name	Effective Date
ADLOC Number	Mail Stop

Primary Contact   Add   Change   Delete

Name		Email
Phone	Fax	Mail Stop

Secondary Contact   Add   Change   Delete

Name		Email
Phone	Fax	Mail Stop

Additional Contact Information   Add   Change   Delete

Name		Email
Phone	Fax	Mail Stop

_____   _____

Department Head, Dean, or Director Signature   *Date*

SUBMIT FORM TO:	**NEED HELP?**
Payroll	Payroll
	Phone (361) 825-5871
payroll@tamucc.edu	payroll@tamucc.edu

Payroll Use Only

Received:	Processed:	Notes: