

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

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DEPARTMENT OF FINANCE

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Charlotte Amalie, VI 00802

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Charlotte Amalie, VI 00802

Tyler's Time & Attendance (T&A) Change Request Form
GVI agencies must use this form to request employee changes in T&A.

Request Date _____

Affected Employee Name _____ Affected Employee No. _____

Please check the box for the requested action

☐ Enroll Employee at Timeclock. Specify location _____

☐ Set Employee Schedule _____ Punches for Lunch (Yes/No) _____

☐ Non-Puncher

☐ Terminate

Supervisor(s)/ Timecard Manager(s) _____

Time Off Request Approver(s) _____

Select the access change required by the affected Employee

Please ☐ Remove ☐ Add the following permissions:

☐ Timecard Manager (edit only) ☐ Timecard Manager/Approver

Attach list with Employee Names/Numbers or Locations

☐ Time-Off Request Approver *Attach list with Employee Names/Numbers or Locations*

☐ Agency Head

Requester's Name _____ Requester's Phone _____

Department/ Agency _____ Requester's Title _____

Authorizing Agent Signature _____ Date _____

Department Of Finance Use Only

Completed By _____ Completed on Date _____

Notes _____