



PAYROLL SERVICES

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, email us at payroll@tamu.edu or call (979) 845-2778.

INSTRUCTIONS This form is used by Payroll Services 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/HR Liaison Add Change Delete
Name Email
Phone Fax Mail Stop

Secondary Contact/HR Liaison 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: Payroll Services MS 1261 payroll@tamu.edu Fax (979) 845-4134
NEED HELP? Payroll Services Phone (979) 845-2778 payroll@tamu.edu

Payroll Use Only
Received: Processed: Notes: