



Department Contact Form

Department Name: _____

Department Timesheet Organization Number(s): _____

Department Coordinators receive HYOPAYE001 – Gross Earnings Report.

Timekeepers receive HYOPAYG002 – Employee List and HYOEMP004 – Leave Balance reports, communications on deadline and process changes and questions regarding payroll submission.

Primary Department Coordinator: _____

MTU ID: _____ MTU Email: _____

Also mark as Timekeeper: Yes No

Secondary Department Coordinator: _____

MTU ID: _____ MTU Email: _____

Also mark as Timekeeper: Yes No

Primary Timekeeper:

Name: _____

MTU ID: _____ MTU Email: _____

Secondary Timekeeper:

Name: _____

MTU ID: _____ MTU Email: _____

Department Head/Chair Signature

Date