



SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

payroll@npe.nmt.edu

575-835-5510

BanWeb Proxy Approval Access Form

Proxy Information

Banner ID _____

Last Name(Print) _____ First Name(Print) _____

Department _____ Title _____

Organization Code(s) _____

List each organization you need access to. Please contact payroll if you need organization codes.

As an employee of New Mexico Tech, I am aware that the data and material to which I may have access to are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed any confidential information gained in the course of my employment. I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action or constitute a basis for termination of employment. Training provided by payroll if needed.

Proxy Signature _____ Date _____

Director Information

Banner ID _____

Last Name(Print) _____ First Name(Print) _____

Department _____ Title _____

I approve the appointment of the proxy mentioned above to act on my behalf when approving time and exception time. Proxies are authorized to approve in the absence of the original approver but does not relieve the approver of their assigned responsibilities.

Director Signature _____ Date _____