



Designation of Approval Manager Level 1

I, _____ hereby designate
(Print or Type Name of Current Approval Manager)

_____ as the new Approval Manager Level 1 for
(Print or Type Name of New Approval Manager)

- 1.) the department of _____ or
- 2.) specific employees within the department.

List Employees Below:
Justification for this Request:

Department Head

Date

I understand that the information I have access to view in the LeaveTraq program may be confidential in nature (i.e. payroll and medical information). I acknowledge that I will not use this information for non-System purposes or for purposes that are not within the responsibilities of my position description. I understand that if I violate Tarleton State University Policies and Regulations, reveal any confidential information or use any information in an inappropriate manner that I gain by accessing the LeaveTraq program that I will be subject to disciplinary action and criminal persecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code).

Signature of Approval Manager

Date

HR Approval Signature

Date