



### Designation of Read Only Manager

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

\_\_\_\_\_ as the new Read Only Manager 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 Read Only Manager \_\_\_\_\_  
Date

\_\_\_\_\_  
HR Approval Signature \_\_\_\_\_  
Date