# FOCUS Agreement - Student Payroll Timecards

**Section I - Please check one**

- [ ] New Agreement Request
- [ ] Agreement Update

**Section II - To be completed by the Dean, Director, or Department Head**

This is to certify that the designee named below is authorized to process student labor and student work-study timecards through the FOCUS timecard system. This form will serve as certification that all hours entered in the FOCUS system accurately reflect a signed time sheet(s). I understand that I am required to notify the Payroll Department if these responsibilities are removed from this individual.

Name of Designee: ________________________________

Department: ________________________________

CMS ID (Focus Mainframe Id): ________________________________

Distribution U-Box(es): ________________________________

Designee’s Email: ________________________________

Furthermore, by delegating this responsibility, I understand that I (and my designees) will no longer be signing Student Freeze Sheets. This agreement will replace the signature requirement needed for the former “paper” process.

Print Name and Title ________________________________

Signature ________________________________ Date ________________

**Section III - To be completed by employee**

As an employee at the University of Connecticut, I am aware that the data to which I have access is to be treated in a professional and confidential manner. This information will be used only in the conduct of official internal business of my department or college and will not be disclosed to any third party.

Print Name and Title ________________________________

Signature ________________________________ Date ________________