|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | **Employee Proxy Request** | | | | | |
| *This request is used to add / remove a Proxy for an employee.* | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Employee Information** | | | | | | | | | | | | |
| Business Unit *(5 digits)*: | | | | |  | | | | | | | |
| Employee ID *(11 digits)*: | | | | |  | | | | | | | |
| Employee Name *(Last Name, First Name)*: | | | | | | | | |  | | | |
|  | | | | | | | | | | | | |
| **Proxy Information** | | | | | | | | | | | | |
| *Provide the User ID(s) and name(s) for individual(s) who will serve as the proxy on behalf of the employee listed above. Use additional lines if adding or removing more than one proxy.* | | | | | | | | | | | | |
|  | Add | |  | Remove | |  | | | | | | |
| Authorized User ID *(Cardinal User ID)*: | | | | | | | |  | | | | |
| Authorized User Name *(Last Name, First Name)*: | | | | | | | | | |  | | |
|  | | | | | | | | | | | | |
|  | Add | |  | Remove | |  | | | | | | |
| Authorized User ID *(Cardinal User ID)*: | | | | | | | |  | | | | |
| Authorized User Name *(Last Name, First Name)*: | | | | | | | | | |  | | |
|  | | | | | | | | | | | | |
|  | Add | |  | Remove | |  | | | | | | |
| Authorized User ID *(Cardinal User ID)*: | | | | | | | |  | | | | |
| Authorized User Name *(Last Name, First Name)*: | | | | | | | | | |  | | |
|  | | | | | | | | | | | | |
|  | Add | |  | Remove | |  | | | | | | |
| Authorized User ID *(Cardinal User ID)*: | | | | | | | |  | | | | |
| Authorized User Name *(Last Name, First Name)*: | | | | | | | | | |  | | |
|  | | | | | | | | | | | | |
|  | Add | |  | Remove | |  | | | | | | |
| Authorized User ID *(Cardinal User ID)*: | | | | | | | |  | | | | |
| Authorized User Name *(Last Name, First Name)*: | | | | | | | | | |  | | |
|  | | | | | | | | | | | | |
| Comments: | |  | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **For Processor Use Only** | | | | | | | | | | | | |
| Entered By: | |  | | | | | | | | | Date: |  |