

LOS ANGELES WORLD AIRPORTS  
FINANCIAL MANAGEMENT SYSTEMS DIVISION  
**LD-TIME ACCESS REQUEST FORM**

To: Los Angeles World Airports  
Financial Management Systems Div.  
6053 Century Blvd, 6<sup>th</sup> Floor, # 601  
Mail Stop 0101

Email: LDTIME@lawa.org

From: Division:   
Supervisor's Name:   
Supervisor's Job Title:

Date:   
Telephone:   
Email:

Supervisor's Signature: \_\_\_\_\_

The signatories to this request understand that payroll data is confidential. The data can only be used by the signatories for City business. The above authorized signature must be that of the Requestor's supervisor or management official in the Requestor's chain of command.

**USER IDENTIFICATION**

Employee ID:   
Last Name:  First Name:  Middle Name:   
Employee Job Title:  Telephone Number:   
Employee Signature: \_\_\_\_\_  
E-mail Address:   
Location:

**REQUEST ACCESS FOR THE FOLLOWING DEPARTMENT PAYROLL ID#**

- 0101 - AIRPORTS  
 0191 - AIRPORTS - HIRING HALL

**REQUEST ACCESS FOR THE FOLLOWING DIVISION #**

Division #

**REQUEST TYPE**

- Select One:  
 NEW       MODIFY       REMOVE

**ROLE/ACCESS**

- Select One:  
 TIMEKEEPER       APPROVER       LABOR ANALYZER

If you need access to more than one role, please submit a separate form for each role.

Justification for this request (Required):

**SECURITY ADMINISTRATOR USE ONLY**

Date Received: \_\_\_\_\_ Reviewed By (Signature): \_\_\_\_\_  
Approved By: \_\_\_\_\_ Approved By (Signature): \_\_\_\_\_