

## Instructions

Select the payroll access role that meets your business needs. Submit a completed copy of this form to the payroll team at [payroll@utah.gov](mailto:payroll@utah.gov).

### Request type

**New** (all sections)

**Delete** (sections 1, 4 & 5)

**Change** (choose type of change)

### Type of change

Role

Department/unit

Employee

## 1: Employee information

Name:

EIN:

Email:

Agency:

## 2: Select role

Refer to page 2 of this form for a definition of the payroll access roles.

**PAY\_MONITOR**

**PAY\_USER**

**PAY\_OPERATOR**

**PAY\_COORDINATOR**

**PAY\_ACCT**

**PAY\_RETIR**

**ERIC\_PAY**

**PAY\_ADMIN**

## 3: Department/unit information

This form supersedes all other security forms. Include all units and/or unit ranges the employee is authorized to access. The employee will only have security for the units listed below.

### Home department # and name:

Enter one unit or unit range per line (unit thru unit, e.g., 1000 thru 1199).

Dept #	Unit(s)	Dept #	Unit(s)
Dept #	Unit(s)	Dept #	Unit(s)
Dept #	Unit(s)	Dept #	Unit(s)
Dept #	Unit(s)	Dept #	Unit(s)
Dept #	Unit(s)	Dept #	Unit(s)



## Payroll system access roles

PAYROLL FUNCTION	PAY_MONITOR	PAY_USER	PAY_OPERATOR	PAY_COORDINATOR	PAY_ACCT	PAY_RETIR	ERIC_PAY	PAY_ADMIN
Approve timesheets (WRKLST)			✓	✓			✓	✓
Enter time, other pay (TIMEI, ATLM)		✓	✓				✓	✓
View time, other pay, & corrections (TIMEI, ATLM)	✓	✓	✓	✓			✓	✓
Change default coding (LDPR)		✓	✓	✓	✓		✓	✓
Update leave balances (ATLM, LEAVM)		✓	✓	✓			✓	✓
View leave balances (ATLM, LEAVM)	✓	✓	✓	✓			✓	✓
View employee master data (PAYM, EMP)	✓	✓	✓	✓			✓	✓
Reporting (RPRTLST)	✓	✓	✓	✓	✓		✓	✓
Retirement (AATS)						✓	✓	✓
Change Master Data (PAYM, EMP)								✓
Process Payroll								✓
Run W-2								✓
Security administration								✓

## 4: Worklist

What worklist(s) does the employee needs access to?

**Note:** If you're requesting the Worklist Admin (WLADMN) role, please note that this role allows system administrators to monitor, reassign, and prioritize pending workflow tasks and approvals across the organization. Due to the high-level capabilities of this role, **you cannot have access to Vantage Financial in any capacity**, and there can only be **one Worklist Admin per agency**.

## 5: Employee signature

This system contains non-public information (controlled, protected or private) subject to GRAMA. Any employee who has lawful access to any private, controlled, or protected record under GRAMA, and intentionally discloses such information in a way not authorized by GRAMA, may be prosecuted criminally for the unauthorized disclosure, and may be subject to disciplinary action which may include suspension or discharge from employment. See, Utah Code § 63G-2-801 & -804.

By signing below, I acknowledge and understand the following:

- I understand the payroll system and its data are considered private and confidential in nature. It is a breach of security to divulge non-public data.
- Failure to maintain the confidentiality of the data could result in removal of my access to the system and/or disciplinary action.

Employee/user

**Name**

**Signature**

**Date**

## 6: Approval signatures

I have reviewed and approve the access roles the employee is requesting access to. I have ensured there is a business need for the access and that it won't create conflicts of duties.

Supervisor

**Name**

**Signature**

**Date**

Department authorized agent

Each department has designated an authorized agent to sign this form. If you need help finding out who your department's authorized agent is, contact payroll at [payroll@utah.gov](mailto:payroll@utah.gov).

**Name**

**Signature**

**Date**