

Note: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.

FI 46
07/2022
Division of Finance



Submit form FI 46 for access to create USOE Retirement Worksheets and/or to view worksheets created prior to December 2018.

Send completed form to:
DGO/Finance - Attention: Payroll
P.O. Box 141031
Salt Lake City, Utah 84114-1031

Email: payroll@utah.gov

For questions, call 801-957-7770

(All other retirements are processed in the SAP Payroll System. Please submit form PYSA-1 Payroll System Access Request Form for SAP Retirement Worksheet access.)

ONLINE RETIREMENT WORKSHEET ACCESS REQUEST

Request Type

- New (All Sections)
- Delete (Sections 1 & 4)
- Change (Choose Type of Change)

Type of Change

- Role (Sections 1, 2 & 4)
- Dept/Unit (Sections 1, 3 & 4)
- Name (Sections 1 & 4)

Section 1 Employee Information

Last Name:	First Name:	M. I.:
Employee Number:	Employee Title:	
Phone Number:	E-Mail Address:	

Section 2 Select Role

Authorized Agency Officer Access
 Input Access
 View Access

Section 3 Department/Unit Information

You can enter a partial Unit number to limit which Units that can be accessed.

- 0451 will allow you to access only Unit 0451.
- 045 will allow you to access every Unit starting with 045.
- 04 will allow you to access every Unit starting with 04.
- Blank will allow you to access all Units for the selected Department.
- 0451-0455 will allow you to access all Units between 0451 and 0455.
- 02,035,0460,0470-0479 A combination of all the above. (Note: Separate with comma and no spaces.)

Dept. Number & Name: _____ Unit: _____

Section 4 Authorized Signatures

I understand the retirement worksheet and its data are considered to be private and confidential in nature. It is a breach of security to divulge my login ID and password. Failure to maintain the confidentiality of the data, my logon ID, and my password could result in removal of my access to the system and/or disciplinary action.

User	Date	Supervisor	Date
		Supervisor Name	Title

Section 5 DAS/Finance Approval (For DGO/Finance Only)

		Production System
Retirement Worksheet Administrator	Date	Development System