



Payroll System Access Request Form

Questions concerning this form should be directed to the Payroll Security Administrator at (801) 537-9176

Request Type New (All Sections) Delete (Sections 1 & 4) Change (Choose Type of Change)	Type of Change Role Department/Unit (Sections 1, 3 & 4) Change (Sections 1 & 4)	Mail or fax completed form to: DAS/FinanceAttention: PAYROLL SECURITY FAX: (801) 538-3244 (For Agency Payroll Coordinator or Time Entry Operator Role access, include the online Payroll Training Certificate of Completion.)
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Section 1 Employee Information

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

Section 2 Select Role (Refer to page 2 of this form for a definition of the Payroll Access Roles). Successful completion of the Online Payroll Training Course is required for Time Entry Operator and Payroll Coordinator Role access.

Accountant	Payroll Coordinator	Payroll Monitor	Time Entry Operator
Background Processing	Backup Time Approver	Leave Bank	Optional Processes
Quota Payout	Travel Coordinator	Travel Manager	Retirement WS

Section 3 Department / Unit Access Information

This form supersedes all other security forms. Please include all units and/or unit ranges the employee is authorized to access. The employee will have security for **only** the units listed below. All previously authorized units will be **DELETED** from his/her security.

Home Department Number and Name _____

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

Dept. #	Units or Ranges	Dept. #	Units or Ranges
Dept. #	Units or Ranges	Dept. #	Units or Ranges
Dept. #	Units or Ranges	Dept. #	Units or Ranges
Dept. #	Units or Ranges	Dept. #	Units or Ranges
Dept. #	Units or Ranges	Dept. #	Units or Ranges

This is the entire range of Units to which access will be given.

Section 4 Authorized Signatures

I understand the payroll system and its data are considered to be private and confidential in nature. It is a breach of security to divulge my logon 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
_____ Signature of Department Authorized Agent Date	Each department has designated an Authorized Agent to sign this form. Click on the red link below to display your Authorized Agent. Find Your Department Authorized Agent
_____ Print Authorized Agent's Name	

Payroll System Access Roles

Payroll Functions	Time Entry Operator	Payroll Coordinator	Payroll Monitor	Accountant	Quota Payout	Backup Time Approver
Approve Time Entries		X				X
Enter Time, Other Pay and Retroactive Corrections	X					
View Time, Other Pay and Retroactive Corrections	X	X	X			X
Change Daily Scheduled Hours	X					
Change Default Cost Dist Charging (FiNet Coding)	X	X		X		
Quota Overview (Update/View Leave Balances)	X	X				
Quota Overview - Display only (View Leave Balances)			X		X	
Quota Payout (Paydown Comp/Excess) <i>Available with Quota Overview - Display only</i>					X	
Optional Processes (Update/View)		X				
Optional Process Flags - Display only (View)	X		X			
View Employee Master Data	X	X	X			
Reports - After Entry						
Time Entered After Cutoff Report	X	X	X			
Time Entered for Previous Pay Period	X	X	X			
Time Sheet Comments Report	X	X	X	X		
Time Sheet Data Report	X	X	X	X		
Time Sheet: Display Data	X	X	X			X
Time and Other Pay Entry Alerts	X	X	X			X
View Timesheet Includes Archive Data	X	X	X	X		X
Reports - After Time Evaluation						
Annual/Converted Sick Over 320 Hours	X	X	X			
Comp Deleted/Comp Restore Report	X	X	X			
Comp Use or Lose at End of OT Year	X	X	X			
Cumulated Time Evaluation Results	X	X	X			
Current Leave Balances	X	X	X			
Payroll Simulation	X	X	X			
Pre06/Pre14 Sick/Conv Sick Moved Not Used	X	X	X			
Quota Corrections Report	X	X	X			
Time Edit Report	X	X	X			
Time Sheet Entries Charging Report	X	X	X	X		
Time Statement	X	X	X			
Time Summary Report	X	X	X			
Reports - After Payroll Run						
Payroll Journal	X	X	X			
Payroll Results Edit Report	X	X	X			
View/Print Pay Statement	X	X	X			
State Paid Benefits With No Pay	X	X	X			
Unpaid Employees Report	X	X	X			
Reports - Other						
Default Cost Dist Charging Errors	X	X	X	X		
Display ESS Alternate Approver	X	X	X			
Display Subordinate and Supervisor Reports	X	X	X			
Leave Payout and Paydown Report	X	X	X			
New Hires and Transfer Report	X	X	X	X		
Display Pay Periods and Holidays	X	X	X	X		
Payroll Accounts	X	X	X	X		
State of Utah Timesheet	X	X	X	X		
Time Sheet Check List Report	X	X	X	X		
Reports - After Leave Year End Processing						
LYE Ann/ConvSick Deleted Over320 Hrs	X	X	X			
Beginning Leave Balances Report	X	X	X			
LYE Leave Summary & Certification Reports	X	X	X			
(OSHA) Annual Summary Report	X	X	X			

Additional roles are available:

Background Processing - Allows users in large agencies to run reports in the background to alleviate reports from timing out

Health Care Reform - Allows DHRM staff to run the Health Care Reform report

Leave Bank - Allows access to the leave bank transactions in SAP (i.e., leave bank maintenance, run history and balance reports)

Optional Processes (Update) - Allows users that do not have the Payroll Coordinator role to update Pay Statement & ESS access flags

Retirement Worksheet - Agency creates the Retirement Worksheet. State Payroll does final review/update to set up/end retiree insurance plans.

Travel Coordinator - Assigned to Agency Travel Coordinator **Agency Travel Manager** - Available to Agency Travel Manager

Payroll System Access Roles

Travel Functions	Travel Coordinator	Travel Manager
Wage Type Reporter	X	
Trip Status Report (Trip Status and Unapproved Trips)	X	
Travel Substitute Approvers	X	
Update Budget Approver Table	X	
General Trip Data/Trip Totals	X	X
Travel Manager		X
Trip Details		X
Travel Expense Manager		X

The Department of Administrative Services has determined that this system contains non-public information (controlled, protected or private) pursuant to the requirements of the Utah Government Records Access and Management Act ("GRAMA"). Any employee who has lawful access to any private, controlled, or protected record under GRAMA, and intentionally discloses such information in a manner not authorized by GRAMA, may be prosecuted criminally for the unauthorized disclosure, and may be subject to employee disciplinary action which may include suspension or discharge from employment. See, Utah Code § 63G-2-801 & -804.