



## Retirement Worksheet Access Request Form

Questions concerning this form should be directed to the Retirement Worksheet Administrator at 801-957-7715.

### 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)

Send completed form to:  
DAS/Finance - Attention: Payroll  
P.O. Box 141031  
Salt Lake City, Utah 84114-1031  
FAX: (385) 465-6012  
Email: payroll@utah.gov

### Section 1 Employee Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M. I.: \_\_\_\_\_  
Employee Number: \_\_\_\_\_ Phone: \_\_\_\_\_ 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 \_\_\_\_\_

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

Retirement Worksheet Administrator

Date

Production System

Development System