SA-7
07/2015
Division of Finance

Payment Tracking System (PTS)
Departmental Access Request Form

Request Type

New (Sections 1 & 5)

Delete (Sections 1 & 5)

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.

Section 1   Individual Information

Name   Title   Phone

Department Name   Division

E-Mail Address

Section 2   Security Information   (For DAS/Finance Only)

User ID _____

Section 3   DAS/Finance Approval   (For DAS/Finance Only)

_____   _____
PTS Operations Manager   Date   PTS Security Administrator   Date

Section 4   Profile Options   (For DAS/Finance Only)

Finance Profiles
PTS Supervisor
Disbursements
PTS Security
PTS Reconciliation
System Control

Department Profiles
State Treasurer
Department Supervisor
Department Staff

Section 5 Signatures

I understand that it is a breach of security to divulge my login ID and password. Failure to comply could result in removal of my access to the system.

_____   _____
Employee   Date   Supervisor   Date