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 (Sections 1, 2 & 4)

☐ Department/Unit (Sections 1, 3 & 4)

☐ Change (Sections 1 & 4)

Mail or fax completed form to:
DAS/Finance
Attention: PAYROLL SECURITY
FAX: (801) 538-3244

(Include the online Payroll Training Certificate of Completion for Agency Payroll Coordinator and Time Entry Operator Role access)

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 Agency Payroll Coordinator Role access.

☐ Accountant

☐ Agency Payroll Coordinator

☐ Background Processing

☐ Backup Time Approver

☐ Leave Bank

☐ Payroll Monitor

☐ Time Entry Operator

☐ Quota Payout

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

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

Payroll System Access Roles

Functions	Time Entry Operator	Agency 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 Employee Default Cost Distribution Charging (FINET Coding)	X	X		X		
Quota Overview (Adjust/View Leave Balances)	X	X				
Quota Overview - Display only (View Leave Balances)			X		X	
Quota Payout (Paydown Comp/Excess) *Available with Quota Overview - Display only*					X	
Choose Optional Processes (Adjust/View Pay Statement and ESS Access)		X				
Choose Optional Processes – 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			
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
Reports - After Time Evaluation						
Calculate Converted Sick Report	X	X	X			
Cumulated Time Evaluation Results	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			
Report of Current Leave Balances	X	X	X			
Time Statement	X	X	X			
Time Sheet Entries Charging Report	X	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						
Annual/Converted Sick Over 320 Hours	X	X	X			
Comp Delete Report	X	X	X			
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) Total Hours Worked Report	X	X	X			

The Payroll Access Roles shown below are also available upon request:
Background Processing - Allows users in large agencies to run reports in the background to alleviate reports from timing out.
Leave Bank - Allows access to the leave bank transactions in SAP (i.e., leave bank maintenance, run history and balance reports)