

Payroll Access Form (Human Resources)

Please Establish New Hire/Rehire Mainframe Payroll Access for:

Name: _____ *USERID _____ EID _____

Organization: _____ Soc Sec #: _____

For the following Functions: (Enter "Y" for all organizations, "O" for Specified Organizations)

___ Name Search (PRNS)

___ Inquiry

___ PRIS (Master Display)
___ PRPP (Pay History)
___ PRTC (Time Check)

___ PRIA (Inactive Display)
___ PRAH (Action History)
___ PRVC (Vacation Pay Calculation)

___ PRPH (Pay History)
___ PRDS (Deduction Code List)
___ PYRL (All functions on the IQ menu)

___ CP4

___ Entry
___ Approvals (Requires a signature record)

___ T&A

___ Level 0 (Entry)
___ Level 3 (Personnel Approval)

___ Level 1 (Division Approval)
___ Level 4 (Auditor Approval)

___ Level 2 (Department Approval)

___ TIME

___ Time Maintenance

___ TCRD – Supervisor

___ TCRD – Employee

___ Auditor Maintenance

___ CHEC (Manual Checks)
___ PRDK (Deduction Code Update)

___ PRAJ (Pay Adjustments)
___ PRCS (Social Security Change)

___ PRDC (Deduction Update)
___ PRBR (Bank Reconciliation)

___ Personnel Maintenance

___ Job Title Maintenance

___ Job Allocation Maintenance

___ Benefits Maintenance

___ Insurance Maintenance
___ 125 Maintenance Enrollments
___ Summary Inquiry

___ Employee
___ Claims
___ Self-Pay Maintenance

___ Retiree
___ Deposits

Access for Organization: _____

Organization Approval: _____ Date: _____
Personnel Administrator: _____ Date: _____
Auditor Administrator: _____ Date: _____

* USERID is the user's last initial plus the last 4 digits of the social security number