

Payroll Access Form

Please Establish New Hire/Rehire Mainframe Payroll Access for:

Name: ***USERID:** **Employee ID:**

Organization: **Social Security #:**

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Name Search (PRNS) | | |
| <input type="checkbox"/> Inquiry | | |
| <input type="checkbox"/> PRIS (Master Display) | <input type="checkbox"/> PRIA (Inactive Display) | <input type="checkbox"/> PRPH (Pay History) |
| <input type="checkbox"/> PRPP (Pay History) | <input type="checkbox"/> PRAH (Action History) | <input type="checkbox"/> PRDS (Deduction Code List) |
| <input type="checkbox"/> PRTC (Time Check) | <input type="checkbox"/> PRVC (Vacation Pay Calculation) | <input type="checkbox"/> PYRL (All functions on the IQ menu) |
| <input type="checkbox"/> CP4 | | |
| <input type="checkbox"/> Entry | | |
| <input type="checkbox"/> Approvals (Requires a signature record) | | |
| <input type="checkbox"/> T&A | | |
| <input type="checkbox"/> Level 0 (Entry) | <input type="checkbox"/> Level 1 (Division Approval) | <input type="checkbox"/> Level 2 (Department Approval) |
| <input type="checkbox"/> Level 3 (Personnel Approval) | <input type="checkbox"/> Level 4 (Auditor Approval) | |
| <input type="checkbox"/> TIME | | |
| <input type="checkbox"/> Time Maintenance | <input type="checkbox"/> TCRD - Supervisor | <input type="checkbox"/> TCRD - Employee |
| <input type="checkbox"/> Auditor Maintenance | | |
| <input type="checkbox"/> CHEC (Manual Checks) | <input type="checkbox"/> PRAJ (Pay Adjustments) | <input type="checkbox"/> PRDC (Deduction Update) |
| <input type="checkbox"/> PRDK (Deduction Code Update) | <input type="checkbox"/> PRCS (Social Security Change) | <input type="checkbox"/> PRBR (Bank Reconciliation) |
| <input type="checkbox"/> Personnel Maintenance | | |
| <input type="checkbox"/> Job Title Maintenance | <input type="checkbox"/> Job Allocation Maintenance | |
| <input type="checkbox"/> Benefits Maintenance | | |
| <input type="checkbox"/> Insurance Maintenance | <input type="checkbox"/> Employee | <input type="checkbox"/> Retiree |
| <input type="checkbox"/> 125 Maintenance Enrollments | <input type="checkbox"/> Claims | <input type="checkbox"/> Deposits |
| <input type="checkbox"/> Summary Inquiry | <input type="checkbox"/> Self-Pay Maintenance | |

Access for Organization:

Organization Approval:	<input style="width: 420px; height: 25px;" type="text"/>	Date:	<input style="width: 110px; height: 25px;" type="text"/>
Personnel Administrator:	<input style="width: 420px; height: 25px;" type="text"/>	Date:	<input style="width: 110px; height: 25px;" type="text"/>
Auditor Administrator:	<input style="width: 420px; height: 25px;" type="text"/>	Date:	<input style="width: 110px; height: 25px;" type="text"/>

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