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)

[ ] **Name Search** (PRNS)

[ ] **Inquiry**
- [ ] PRIS (Master Display)
- [ ] PRIA (Inactive Display)
- [ ] PRPH (Pay History)
- [ ] PRPP (Pay History)
- [ ] PRAH (Action History)
- [ ] PRDS (Deduction Code List)
- [ ] PRTC (Time Check)
- [ ] PRVC (Vacation Pay Calculation)
- [ ] PYRL (All functions on the IQ menu)

[ ] **CP4**
- [ ] Entry
- [ ] Approvals (Requires a signature record)

[ ] **T&A**
- [ ] Level 0 (Entry)
- [ ] Level 1 (Division Approval)
- [ ] Level 2 (Department Approval)
- [ ] Level 3 (Personnel Approval)
- [ ] Level 4 (Auditor Approval)

[ ] **TIME**
- [ ] Time Maintenance
- [ ] TCRD - Supervisor
- [ ] TCRD - Employee

[ ] **Auditor Maintenance**
- [ ] CHEC (Manual Checks)
- [ ] PRAJ (Pay Adjustments)
- [ ] PRDC (Deduction Update)
- [ ] PRDK (Deduction Code Update)
- [ ] PRCS (Social Security Change)
- [ ] PRBR (Bank Reconciliation)

[ ] **Personnel Maintenance**
- [ ] Job Title Maintenance
- [ ] Job Allocation Maintenance

[ ] **Benefits Maintenance**
- [ ] Insurance Maintenance
- [ ] Employee
- [ ] Retiree
- [ ] 125 Maintenance Enrollments
- [ ] Claims
- [ ] Deposits
- [ ] Summary Inquiry
- [ ] Self-Pay Maintenance

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