

The University of Oklahoma Health Sciences Center
Payroll/Budget End User Security Access Form

Supply the information requested below including HR organization numbers and types of access required, name and signature of user's supervisor or department's authorizing agent and forward completed form to Financial Services via one of the following. Fax to 271-2367, mail to "Financial Services – Melissa Borchardt SCB224T or Scott Stuart SCB 224M" or eCopy signed PDF form to fswab@ouhsc.edu. The "Contact Person" will be notified when the user's access privileges have been granted.

User Creation User Transfer User Revision (explain) _____ Effective Date _____

User's Name (Last, First): _____ Department: _____

User's Status: OUHSC Employee HR ID # _____ OUHSC Affiliate (Users not paid by OUHSC)

Contact Person: _____ Phone: _____ Campus Mail Address: _____

HR Organization numbers user requires access to: _____

➤ **Check (below) each type of access this user requires but DO NOT SIGN in spaces designated for Budget or Payroll Office Signatures.**

⇒ **Sign form directly below as user's supervisor or department's authorizing agent only.**

As this user's supervisor or the department's authorizing agent, I hereby approve this request for user access privileges.

⇒ Name: _____ Signature: _____ Date: _____
Please Print

➤ **Budget Access** (Choose One Only)

Departmental Budget Formulator
Allows user to enter budget information and print worksheets for the department organization numbers listed above

Departmental/College Budget Formulator
Allows user to enter budget information and print worksheets for the department and/or college organization numbers listed above

As OUHSC Budget data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Budget Office Signature: _____ **Date:** _____

➤ **Payroll Access** (Choose One Only)

Departmental Payroll Coordinator/Entry
Allows user to enter EOM or PPP payroll, view employee payroll data and print various reports for the organization numbers listed above

Departmental Payroll Coordinator/Approval
Allows user to approve EOM or PPP payroll, view employee payroll data and print various reports for the organization numbers listed above

Departmental Payroll Inquiry
Allows user to view employee payroll data and print various reports for the organization numbers listed above

As OUHSC Payroll data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Payroll Office Signature: _____ **Date:** _____

Application security access privileges granted by _____ Date _____

User ID: _____ Data permission list: _____