The University of Oklahoma Health Sciences Center

Time, Attendance and Leave (TAL) Security Changes

Supply the information requested below for making changes to Supervisor and Payroll Coordinator access in the TAL system 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 Information Technology Service Desk via one of the following: fax to 271-2126, mail to Service Desk – ROBS00 or signed Copy PDF form to ps-security@ouhsc.edu The “Contact Person” will be notified when the user’s access privileges have been granted.

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: ___________________________

⇒ Supervisor Access Changes – This section is used to add additional organization access for a supervisor whose organization access for the below listed orgs cannot be removed or delegated in the Time, Attendance and Leave system currently. Supervisor role changes will need to be handled via the EPAF system.

Begin Date ___________________________ Expire Date ___________________________
Add HR Organization(s) ___________________________________________________________
Remove HR Organization(s) _______________________________________________________

⇒ 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: ____________

⇒ Payroll Coordinator Access Changes – This section is used to add additional/remove organization access for a backup payroll coordinator whose organization access for the below listed orgs cannot be removed or delegated in the Time, Attendance and Leave system. Users that are Departmental Payroll Approvers in PeopleSoft cannot also be setup as TAL Payroll Coordinators.

Primary _______ Delegate _______
Add HR Organization(s) ___________________________________________________________
Remove HR Organization(s) _______________________________________________________

⇒ 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: ____________

For Payroll Services and Information Technology Use Only

Payroll Services ___________________________ Date ____________
Application security access privileges granted by ___________________________ Date ____________
User ID: ___________________________ Data permission list: ___________________________