



# UNIVERSITY OF UTAH - SECURITY AUTHORIZATION PAYROLL WEB EARNINGS, BENEFITS, & TAXES REPORTS

Please READ overview and instructions BEFORE completing this form.

Email completed form to Financial Services Technology Support at [fis@utah.edu](mailto:fis@utah.edu)

Employee ID	Employee Name	OrgID	Department Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Org Head/Account Executive/PI Granting Access

Add

Remove

Employee ID	Name
<input type="text"/>	<input type="text"/>

Check box to give access to all Activities and Projects where I am the Responsible Person

Please give  access to the following Orgs

BU	OrgID	Fund (Blank for All)	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please give  access to the following Activities/Projects

BU	Activity #	or	Project #	Description
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
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The above access is approved by the Org Head/Account Executive/PI.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	Signature	Phone #

The above access is approved by the VP/Dean's Office.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	Signature	Phone #

If a "wet" signature cannot be obtained, please attach this document to an email with the following statement: I have reviewed this PAYROLL WEB EARNINGS, BENEFITS, & TAXES REPORTS and approve the indicated access.

Business Analysis & Support Services Setup

<input type="text"/>	<input type="text"/>
Date	Signature