



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

Please READ overview and instructions BEFORE completing this form.

Return completed form to Business Analysis & Support Services, 405 Park Building or fis@utah.edu

Employee ID	Employee Name	OrgID	Department Name
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Org Head/Account Executive/PI Granting Access ID	Name	Add	Remove
Check box to give access to all my Activities and Projects			

Please give  access to the following Orgs

BU	OrgID	Fund (Blank for All)	Description

Please give  access to the following Activities/Projects

BU	Activity #	or	Project #	Description

The above access is approved by the Org Head/Account Executive/PI.

Date	Signature	Phone #
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The above access is approved by the VP/Dean's Office.

Date	Signature	Phone #
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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**

Date	Signature
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