UNC-CH PAYROLL SERVICES
REQUEST FOR SYSTEM ACCESS: PRIQ, E-PRINT, E-PAYSTUB

EMPLOYEE INFORMATION

Last Name _____ First Name _____ MI _____

Department # _____ Department Name _____

Phone _____ CB # _____

FACS User ID (see descriptions for details) _____ PID # _____

Job Title _____ Email Address _____

Job Role (Pick One) ☐ HR Facilitator ☐ Manager ☐ Other Support Staff

PAYROLL SYSTEM INQUIRY (PRIQ)

Action Requested (Pick One) ☐ Add New User ☐ Modify Existing User ☐ Delete Existing User

Access Requested (Pick One) ☐ SPA Records ☐ EPA Records ☐ Both

Access To Department #(s) (List all Dept Numbers) _____ _____ _____ _____ _____ _____ _____ _____

E-PRINT APPLICATION (ONLINE REPORTS)

Action Requested (Pick One) ☐ Add New User ☐ Modify Existing User ☐ Delete Existing User

Access To Department #(s) (List all Dept Numbers) _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

E-PAYSTUB ADMINISTRATIVE ACCESS

Action Requested (Pick One) ☐ Add New User ☐ Modify Existing User ☐ Delete Existing User

Access To Department #(s) (List all Dept Numbers) _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

DEPARTMENTAL SIGNATURES (Required)

User Signature _____ Date _____

Dept Head Name (Print) _____ Title _____

Dept Head Signature _____ Date _____

Submit completed form to Payroll Services, 104 Airport Dr, CB# 1260
or
Fax to Payroll Services, 962 - 5077

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PR-ACCESS

Modified: 6/24/2010

UNC-CH PAYROLL SERVICES
REQUEST FOR SYSTEM ACCESS
SYSTEMS DESCRIPTIONS, DEFINITIONS & ACRONYMS

The Access form is used to request inquiry access to UNC-CH Payroll, E-Print Application, and Administrative Access within ePaystub. This document is an interactive form and can be opened and completed on-screen. Fields to be completed have been highlighted, and the checkboxes can be filled-in by clicking on them.

Employee Information

Anyone requesting systems access must provide basic employee information on the new user, such as their name, department, & PID number.

An established FACS User ID is also required to access to these systems. Your department's FACS Coordinator or computer support representative establishes your FACS User ID. If you do not have a coordinator or have other access questions, contact the IT Response Center (962-HELP).

Payroll System Inquiry

The Payroll System provides inquiry into the employee Payroll Master and earnings data including source lines, employee action history and year-to-date and cyclical paycheck information. It includes data from calendar yearend and preliminary master payroll as well as the current master payroll.

E-Print Application

The E-Print Application provides access to online reports such as the 01 (Payroll Check Register) and the 02, 04, 06 (UNC Combined Benefits). The online reports are secure and access to view departmental information will be granted based on areas of responsibility.

E-Paystub Administrative Access

E-Paystub administrative access allows the HR Facilitator to view and print the E-Paystubs of employees within their assigned departments.