

## PAYLINE SECURITY AUTHORIZATION REQUEST

<b>TO BE COMPLETED BY AGENCY SECURITY OFFICER</b>		<b>BOX 1</b>
_____ <b>Print Name of Payroll Security Officer (PSO)</b>	_____ <b>Agency Name/Number</b>	
_____ <b>Signature of PSO</b>	_____ <b>Date</b>	
<b>CIRCLE appropriate Access and Security Level:</b>		
<b>Payline Access</b>	1. <b>NEW</b>	2. <b>CHANGE</b>
<b>Requested Security Level</b>	3. <b>DELETE</b> 1. <b>View Payroll</b> 2. <b>View Leave</b> 3. <b>View Payroll and Leave</b> 4. <b>View Payroll and Employee Number Look-up</b> 5. <b>View Leave and Employee Number Look-up</b> 6. <b>View Payroll and Leave and Employee Number Look-up</b> 7. <b>Employee Number Look-up only</b>	
<b>PAT Access</b>	1. <b>NEW</b>	2. <b>CHANGE</b>
<b>Requested Security Level</b>	3. <b>DELETE</b> 1. <b>Payroll Audit Reports</b> 2. <b>Payroll Audit Reports and Update Ded./Spec. Pay Tables</b> 3. <b>Leave Audit Reports and Queries</b> 4. <b>Payroll and Leave Audit Reports and Queries</b> 5. <b>Payroll and Leave Audit Reports and Queries and Update Ded./Spec. Pay Tables</b> 6. <b>System Administrator (Used by State Payroll Ops Only)</b>	
<b>NSSA Access</b>	1. <b>NEW</b>	2. <b>CHANGE</b>
<b>Requested Security Level</b>	3. <b>DELETE</b> 1. <b>View Only</b> 2. <b>Update</b>	
<b>Garnishment Utility Access</b>	1. <b>NEW</b>	2. <b>CHANGE</b>
<b>Requested Security Level</b>	3. <b>DELETE</b> 1. <b>Administrator (Used by State Payroll Ops Only)</b> 2. <b>View Only</b> 3. <b>Update</b>	
<b>Requested Agency Number(s):</b> _____		

<b>COMPLETED BY CIPPS USER:</b>		<b>BOX 2</b>
By signing below, I hereby certify that I will not allow another individual to know and/or utilize my access to Payline information.		
_____ <b>PRINT NAME</b>	_____ <b>EMPLOYEE NUMBER</b>	
_____ <b>SIGNATURE</b>	_____ <b>DATE</b>	
<b>E-MAIL ADDRESS: (Required)</b> _____		
_____ <b>DOA CIPPS SECURITY AUTHORIZATION</b>	_____ <b>DATE</b>	
_____ <b>DOA PAYLINE SECURITY AUTHORIZATION</b>	_____ <b>DATE</b>	

Fax this form to 804-225-3499	<b>OR</b>	Mail this Form to: Payroll Operations Department of Accounts Monroe Building – 2nd Floor P O. Box 1971
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