

# DEC ONLINE ACCESS AUTHORIZATION FORM

Please type or print legibly.

COLLEGE/DISTRICT OFFICE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

**Important:** Choose one (write **F,P,H** or **O** here)->  
and request only that type of access on this form: \_\_\_\_\_

- F. Fiscal** (Budget/Accounting) - Fxxx screens
- P. Payroll** (see other side for list) - Exxx screens
- H. Personnel** (non-payroll HR) - Exxx screens
- O Other** (**Student / Fin.Aid**) - Sxxx, Axxx screens

- ACTION code:
- A** - Add user (and grant SCREENS REQUIRED)
  - D** - Drop user (and revoke all screens)
  - G** - Grant screens for current user
  - R** - Revoke screens from current user
  - M** - Modify user (e.g., rename account or correct info)

	<u>LOGIN NAME</u> <small>(ask LAN admin)</small>	<u>FULL NAME</u> <small>(include middle initial)</small>	<u>EMPLOYEE #</u>	<u>SCREENS REQUIRED</u> <small>(use multiple lines if needed)</small>	<u>ACTION</u> <small>A/D/G/R/M</small>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

	<u>EXT</u>	<u>PRINTED NAME</u>	<u>DATE</u>
OFFICE ADMINISTRATOR _____	_____	_____	_____
LAN ADMINISTRATOR _____	_____	_____	_____
OTHER REQUIRED * _____	_____	_____	_____
OTHER REQUIRED * _____	_____	_____	_____
OPERATIONS/SOFTWARE _____	_____	_____	_____

\* e.g., Controller or Personnel Operations Mgr

Use of District and college computing facilities implies agreement to directive E-76, displayed on network login.

Form DPS-228 (reverse side) – supplemental information

Payroll screens

Group	Screen	Title
E003	E003	S/B Payroll Tax Summary
E003	E004	Payroll Retirement Summary
E003	E005	Illness Summary
E003	E006	Misc. Payroll Summary
E030	E030	Pay Batch Summary
E030	E031	Pay Batch Detail
E032	E033	Salary Warrant Menu
E032	E034	Salary Warrant Register
E032	E035	Salary Warrant Detail Part A
E032	E036	Salary Warrant Detail Part B
E032	E037	Salary Warrant Total and Deduction
E032	E039	Income Tax Calculation
	E053	Employee Address Update
	E060	Tax Information Update
	E061	Deduction Update
	E062	Board Paid Benefits Update
	E063	Illness Adjustments
	E064	(OASDHI/Tax/Gross/other) Money Adjustment
	E065	Gen. Payroll Misc. Adjustments
	E066	Retirement Update
	E067	Illness Balance Transfer Update
	E068	Electronic Fund Transfer Option
	E069	Dependent Update
E252	E252	Standard Time Reporting
E252	E253	Special Time Reporting
E254	E254	Regular Adjustment
E254	E255	ESA Adjustment
E254	E256	Deduction Adjustment
E254	E257	Offline Warrant Detail
E254	E258	Offline Warrant Deduction
E254	E259	Offline Warrant Totals
E254	E260	Warrant Cancellation
	E290	Control Input
E960	E960	Payroll-Federal Income Tax Table
E960	E961	Payroll-State Income Tax Table
E960	E962	Payroll-State Standard Deduction
E960	E963	State Married & Head Household Tax Credit
E960	E964	State Single Credit Record Update
E960	E965	State Special Deduction Record Update
E960	E966	Miscellaneous Constants
E960	E970	Payroll Pay Period Calendar
E960	E971	Deduction Code Table Update
E960	E972	Vacation Code
E950	E973	Status Code
	E990	Edit Field Update

If requesting access to payroll screens, explain below why they are needed by the user(s) on the front.