



Payroll Data Access Request

To request access to the online Payroll Expenditure/Fringe Benefits Reports, you must complete all the information below, receive approval from your Chancellor, Dean or Vice President and return it to the Payroll office. This access will provide detailed information about payroll expense records for each individual employee.

Employee Contact Information

Last Name
First Name
Dept. Name
Phone
Email

Please enter the accounts for which you want access to Payroll and Fringe expenditures. If you want access to all accounts within a department, just put the department number leaving fund and object code blank.

Department	Fund	Object Code		Additional Department	Fund	Object Code

Attached is a signed copy of the University of South Carolina Statement of User Responsibility (Policy UNIV 1.52 Appendix 1) as amended for Payroll Data Access.

Upon being granted access to payroll information for my department, I may be asked about information available on the Payroll Expenditure/Fringe Benefit Reports. If I am in doubt about a particular request, I will consult with my supervisor prior to releasing the information.

My signature denotes that I have read and understand the above statements.

Signature of Employee

Date

Signature of Chancellor, Dean or Vice President / Signature Name (Printed)

Date

Please fax this completed form to:
Payroll
Attn: Rich Gilbert
(803)777-8080