

PAYROLL EXPENSE DETAIL ACCESS FORM

This form allows access to view payroll expense detail in self service. **This is Confidential information which is not to be shared with others. This information is only intended for the person listed and authorized by the Vice President of the Division, Dean, or Department Chair.** This payroll detail access will only be allowed for the indexes which you have received prior banner finance access.

Please complete this form to authorize the person to view the Payroll Expense Detail record and return to Leslie Chronister, lesliec@uca.edu , or fax to 450-5168.

****If a person moves to another department, the REMOVE Payroll Expense Detail Access Form *MUST* be submitted *BEFORE* access can be given in a new department.**

Please provide the following contact information for the person which access is requested:

Full Name	<input type="text"/>
UCA ID	<input type="text"/>
Department/Organization	<input type="text"/>
Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>

Please select the type of Access Requested:

☐ Payroll Expense Detail Access

Vice President, Dean or Department Chair (Name printed): _____

Vice President, Dean or Department Chair (Signature): _____