



PAYROLL / PERSONNEL (LYNX) SYSTEM ACCESS REQUEST

CHECK 1, 2 or 3:

1. NEW USER PROFILE
2. CHANGE USER PROFILE - Specify:
User Name: _____
Access (see below)
Name (Former: _____)
Site (Previous: _____)
Other: _____
3. INACTIVATE USER PROFILE

Complete Payroll Name & Extension

Employee ID

E-mail Address

Site Code & Name

Job Title

Specify type of access (check all requested):	Comments / Special Requests:
<p>Inquiry</p> <p>Payroll Clerk</p> <p>Online Payroll Approver</p> <p>Alternate Online Payroll Approver Alternate for:</p> <p>Name _____</p> <p>Title _____</p> <p>VA Processor</p> <p>VA Approver</p> <p>Alternate VA Approver Alternate for:</p> <p>Name _____</p> <p>Title _____</p> <p>Other / Admin (Describe in Comments)</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Approved by: _____ Title: _____ Date: _____ <small>Initial Print Administrator or Director ONLY</small>
Site Name: _____ Site Code: _____ Extension: _____
Send Approved Form To FISCAL SERVICES

FOR SECURITY ADMINISTRATOR USE ONLY
User Profile Setup / Change
User Name: _____
Completed by: _____ Date: _____

If you have questions related to this form, please call text. 8127.