

To: ACTTC, Central Payroll Division
Attn: Carrie Reed, Sonoma County Payroll Manager

Subject: Payroll Security Access Authorization

The following employees will be processing payroll in this department, or need access to payroll data for other reasons.
Please issue security access and passwords to them.

		Department AUTH Area Records only				County Wide Access*
First Name	Last Name	TimeSaver Payroll Clerk Y = yes N = no	Receive e-mail addressed to Payroll Staff Countywide Y = yes N = no	Access to Payroll Clerks' Shared Network Directory (Forms & Info. in Pysl_Clk) Y = yes N = no	Report2Web Enter one: A=All Departmental Payroll Records including Labor Distrib or L= Labor Distr. Only	Report2Web Access to Administrative reports Y = yes N = no

*Administrative access to all County employees' records in the Countywide Payroll System is **limited** to Administrative Depts. such as Human Resources, Risk Management, Retirement, and Deferred Comp. **All access is view only**

This is a complete list. All prior authorizations are canceled.

Department Head: _____
Signature _____ date _____

Department Name: _____

AUTH Area _____

Department contact person and phone number: _____
Contact person _____ Phone number _____

Central Payroll use only	Authorization sent to ISD	_____
	TimeSaver updated	_____
	Outlook updated	_____

Payroll Security Access Authorization Form Instructions

TimeSaver Payroll Clerk:

This is the highest level of access and is therefore closely guarded. Access at this level should only be given when necessary to perform regular routine work. Additional information to support the need for access at this level may be required.

Y = yes; **N** = no

Receive e-mail addressed to Payroll Staff Countywide:

ISD maintains a group address in Microsoft Office Outlook based on information we give them regarding who you have authorized. Employees in this group receive frequent e-mail from departments such as HR, Risk Mgt., Auditor Payroll, etc. with information that pertains to keeping up with payroll news. Anyone with access to Outlook can send an e-mail to this group. This has proven to be an invaluable tool to distribute important information. Be sure that at least one back-up to your main payroll clerk is included in this group so your department gets up to date information even if your payroll clerk is out of the office.

Y = yes; **N** = no

Access to Payroll Clerks' Shared Network Directory (Forms & Info. in Pyrl Clk):

If your department has access to the County network, you can authorize access to a special directory created for payroll and human resource staff. This directory contains the latest forms, instructions, misc payroll information. This is an important resource for the HR and payroll staff in your department. We strive to make this a valuable resource so let us know if you have things to share or suggestions for improvement.

Y = yes; **N** = no

Report2Web:

Payroll staff that needs access to all payroll reports such as leave balances, merit hours and off probation reports, etc. should have access to R2W at this level for information up to pay period ending 12/13/10 only. Effective 12/14/10 this information is located in the HRMS system.

A = All Departmental Payroll Records including Labor Distribution

Accounting staff that needs access to Labor Distribution reports for accounting purposes but do not need other payroll information should have access to R2W at this level.

L = Labor Distr. Only

For other non-confidential R2W resources such as FAMIS reports, contact your department ISD liaison.

Administrative access to all County employees' records in the Countywide Payroll System:

This section is limited to Administrative Depts. such as HR, Risk Mgt., Retirement, and Deferred Comp. This access allows employees in these departments view only access to manage benefits countywide.

Report2Web

This level of access provides the user access to an Administrative folder specific to benefits administered by your department. It does not give them access to the general payroll reports for employees in your department except as they relate to the specified benefit.