



The University of Georgia

Request for Access to the **e-Payroll**
Send completed request to:
Christy Coddington, Data Custodian
Payroll Department
205 Business Services Building Campus 4215

Access Services Use Only

New UserID Assigned: _____

UserID and Password

A request should be completed for each person needing access. A newly created User ID is given an expired password which should be changed during the first logon. Passwords for existing User IDs are not affected by the process. The passwords are unique for each individual and cannot be used by other than the owner of the password.

Individual for whom access is being requested

First Name M.I. Last Name

Last 4 Digits of SSN

Home Department Number

IMS User ID
(if already assigned)

Phone Number

Preferred Email Address

Department Head or Other Approval

Date

For Data Custodian Use Only

Data Custodian Approval

Date

Add

PCVCTRCM

N10 Root