



GOVERNMENT OF NEWFOUNDLAND AND LABRADOR  
DEPARTMENT OF FINANCE

**PAYROLL SECURITY REQUEST FORM**

Action to be Performed: \_\_\_\_\_ Add New User  
\_\_\_\_\_ Delete User  
\_\_\_\_\_ Change an Existing User

Department Name: \_\_\_\_\_ Division: \_\_\_\_\_

User Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Operator ID: \_\_\_\_\_ Expiry Date \_\_\_\_\_

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Human Resources Management Information System (GENESYS-Payroll)

Check Access Type Required:

Inquiry Access \_\_\_\_\_ **OR** Data Entry Access \_\_\_\_\_

**New User to be setup the same as the following:**

Existing User Name: \_\_\_\_\_ Operator Id: \_\_\_\_\_

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**REQUEST DATE:** \_\_\_\_\_ **APPROVED BY:** \_\_\_\_\_

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**For Central Payroll Use Only:** (Dept of Finance)

Current Year Access \_\_\_\_\_ Prior Year Access (Inquiry Only) \_\_\_\_\_

Approved By: \_\_\_\_\_ (Payroll Office)

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**OPERATIONAL MANAGEMENT & STRATEGIC PLANNING DIVISION USE ONLY:**

**ACTIONED ON:** \_\_\_\_\_ **ACTIONED BY:** \_\_\_\_\_

**APPROVED ON:** \_\_\_\_\_ **APPROVED BY:** \_\_\_\_\_

## **Instructions for Completing the Genesys Payroll System Security Request Form**

**Note:** The completion of this form applies when a Department requires an employee to be able to access the Genesys Payroll system for processing and/or inquiry of various Payroll information.

Reference Financial Circular 4.030 - Request for Security Access.

1. General:

This form should be completed for all employees requiring access to the Genesys Payroll system. It should be completed and approved and then forwarded to the Operational Management & Strategic Planning Division, Dept of Finance for approval and processing.

2. Action To Be Performed:

Check appropriate block for action to be taken on the individual

3. Department Name:

If the user will be assigned multi-department responsibilities, this field should contain the name of the Department where the employee is employed. (Eg. Executive Council)

4. Division:

Division where the employee is employed.

5. Employee's Name:

Employee's first and last name

6. Telephone Number:

Telephone Number employee can be contacted at.

7. Operator ID:

To be completed when employee has already been assigned an Operator ID. New employees will be assigned an unique user name by OMSP Division, Department of Finance.

8. Expiry Date:

Optional. If the employee will only be requiring access for a specified time period, this field should be completed with the last date they would need access .

9. Check Access Type Required:

Check the type of access required by user (E.g. Inquiry Access would have no entry capability, Data Entry would have both entry and inquiry)

10. New User to be setup the same as the following:

To be completed indicating an existing user in the department with the same functions as the new user would be requiring.

11. Request Date and Approved By:

This field would be dated and approved by the proper authority (Manager/Director or equivalent of the Human Resources Division) in the department.

12. Central Payroll Division Use Only (Dept of Finance):

Not to be completed by Department. Central Payroll Division would check Current/Prior Year Access to be assigned to department user and approve the user to be setup in Genesys.

13. Operational Management & Strategic Planning Division Use Only:

Not to be completed by Department.

Actioned on and By to be signed by the Security Group in OMSP Division, Dept of Finance.

Approved on and By to be signed by the Manager of the OMSP Division, Dept of Finance