

Use this form to request account signatory authorization, access to Business Intelligence (BI), a procurement card, NYS PayServ (Payroll) and/or NYSLRS Payroll/HR. Complete and email to budgetoffice@newpaltz.edu.

User ID (Email user ID) _____ NYS and/or SUNY ID _____

First Name _____ Last Name _____ Middle Initial _____

Department _____ Title _____

Phone _____ Building/Room _____

Account Signatory Access Needed (List accounts)

Network Security/System Access Needed (Check all that apply)

BI (Business Intelligence)

Procurement Card (Must complete cardholder application once security access is granted)

List Accounts

NYS Payserv

Select Update or View access from drop-down menu

- Hire/Employee Maintenance and Movement
- Salary
- Paycheck Inquiry
- Misc. Payment Entry
- Position Management / Funding
- Deductions & Tax Maintenance
- Job Requests
- Worker Compensation / Concurrent Hire
- PayServ Query
- NSA Certify Payroll
- NSA Agency Page Role

NYS Retirement (NYSLRS)

Check all that apply

- Payroll
- Personnel

Confidentiality Agreement: By signing below, I (the employee) certify that I must serve as an account signatory, use a procurement card, BI, PayServ and/or NYSLRS in my position at SUNY New Paltz and that the above information is accurate. I agree to maintain proper data confidentiality and safeguard my username and password against unauthorized use.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Business Office Use Only

Security Administrator Signature _____ Date _____

Notes: _____