

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

User ID (Email user ID) \_\_\_\_\_ NYS and/or SUNY ID \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Building/Room \_\_\_\_\_

**Access Needed (Check all that apply)**

BI (Business Intelligence)

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

**Accounts/User Group Access Needed**

\_\_\_\_\_

\_\_\_\_\_

**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 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: \_\_\_\_\_

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