

## Authorization Form

The GTHR Authorization Form is required for each Institute employee who has access to an HR system or performs special payroll functions. For tasks such as bi-weekly time entry or summer pay, it is recommended there be a primary and at least one secondary person assigned.

The signed form is kept on file with Human Resources and will be referred to in the event of an audit on personnel authorized to perform stated functions. When an employee with approved access transfers between departments, it is the responsibility of the HR Business Partner or Representative of the receiving department to submit a new authorization form for system access. In addition, when an employee with approved access terminates or retires, it is the responsibility of the HR BP/Rep to notify GTHR.

### Request Type

New User	Change Access	Remove Access
----------	---------------	---------------

### Employee

Name	Date
Signature	Dept. ID
Title	Dept. Name
Employee ID (e.g., 123456)	GT Account (e.g., gburdell1)

### System Access *(hold ctrl to select multiple)*

*\*Training required | Access will not be granted until the date of the training class for which the user is registered.*

### Department Details *(List all department numbers for which access is required.)*

Departments to be added	Departments to be removed

**Employee Name:**  
**Employee ID:**

**Special Access**

Are you requesting access to PeopleSoft Manage Faculty Events (MFE)?	
Yes	No
If yes, please select the level you require.	
<b>Required Signatures for Special Access: Associate Vice Provost – Graduate Education &amp; Faculty Affairs</b>	
Signatures	Date

**Special Payroll Functions**

Indicate the payroll business function(s) that should be allowed by the employee

Special payment request	Request off-cycle checks	Pick checks up from payroll
-------------------------	--------------------------	-----------------------------

**Justification for Access to Personal Data**

--

**Additional Information**

--

**Signatures**

<b>Dean/Director/Department Head</b> <i>(print) &amp; (signature)</i>	<b>Date</b>
<b>Business Partner or HR Rep</b> <i>(print) &amp; (signature)</i>	<b>Date</b>

## REPORTS LISTING

*Reports available for authorized system access:*

### Biweekly Time Entry

- Advanced Cost Center by Home Department
- Advanced Cost Center by Work Department
- Biweekly Time Document Print
- Hourly Earns by Department
- Payroll Time Entry Validation

### Payroll Reports

- Advanced Payroll Cert Report – Biweekly
- Advanced Payroll Cert Report – Monthly
- Budget by Work Department Report
- Advanced Cost Center by Home Department
- Advanced Cost Center by Work Department
- Biweekly Time Document Print
- Hourly Earns by Department
- Payroll Time Entry Validation
- GTRI Bonus Eligibility Report (GTRI only)

### Summer Pay Entry

- Summer School Distribution Report

### TechTime (local Administrator)

- TechTime Hours Detail Report
- TechTime No Hours Entered Report

### Vacation/Sick Report

- Leave Accruals Balance Report

### PSF Reports (<http://reports.gatech.edu>)

- Reprint PSF by Document ID
- Reprint PSF by Employee Name or Work Department
- PSF Not Submitted
- PSF Awaiting Approval
- OHR Approval Status