

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	Employee Name	Date
<input type="radio"/> New User <input type="radio"/> Change Access <input type="radio"/> Remove Access		
Employee Signature		Employee's Dept. ID
Employee Title		Employee's Dept. Name
Employee ID (e.g., 123456)		Employee GT Account (e.g., gburdell1)
System Access (hold ctrl to select multiple)		
For menu: (hold ctrl to select multiple) Biweekly Time Entry and Reports* Emergency Contact Info HR Adhoc Reporting Payroll Reports PSF Approver Only* PSF Originator and Reports* Summer Pay Entry and Report – online tutorial Tech Time Reports (local Administrator) Vacation/Sick Report Workforce Administration – Job Data Workforce Administration – Personal Data (justification required on pg. 2) *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

Special Access		
Are you requesting access to PeopleSoft Manage Faculty Events (MFE)?		
<input type="radio"/> Yes <input type="radio"/> No		If yes, please select the level you require. Administrator Faculty Inquiry Student Access
Required Signature for Special Access: Associate Vice Provost Graduate Education & Faculty Affairs		
AVP Signature	Date	
Special Payroll Functions		
Indicate the payroll business function(s) that should be allowed by the employee		
<input type="radio"/> Special payment request <input type="radio"/> Request off-cycle checks <input type="radio"/> Pick checks up from payroll		
Justification for Access to Personal Data		
Additional Information		
Signatures		
Dean/Director/Department Head Signature	Dean/Director/Department Head Name	Date
Business Partner or HR Rep Signature	Business Partner or HR Rep Name	Date

Submit this form to pay.ask@ohr.gatech.edu. Any document submitted without all appropriate signatures will be returned for correction.

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