



Student Payroll Security Authorization Form

Minnesota
STATE COLLEGES
& UNIVERSITIES

Name: _____

New User

Change to an Existing User
(Please Print)

Position: _____

User ID: _____

Institution: _____

E-Mail Address: _____

Authorized Signature: _____

Date: _____

Remarks: _____

**Choose one from each group: Add or Delete AND H, M, or L
Definition of Add and Delete below:

Add = adds the specified right to the user ID **Delete** = removes the specified right from the user ID

Definition of the H, M and L suffixes for each of the identifiers is:

H = High Access **M = Medium Access** **L = Low Access**

Complete the Routing ID(s) and/or Cost Center(s) for Rights Identifiers PR_03, PR_04, and PR_05. Complete the Routing ID(s) field for any Routing ID(s) you want to view. Complete the Cost Center(s) field only when you need to enter work authorizations on the PR0024UG (Work Authorization Entry) screen.

Generic Security Administrator		GENSECUC		<input type="checkbox"/> Add	<input type="checkbox"/> Delete
UT0201UG	MnSCU User Profile Maintenance	UT0201UI	MnSCU User Profile Browse		
Administers user security profiles for MnSCU modules using the MnSCU Generic Security System (recommend one administrator per institution).					

Payroll		PR_02	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	
PR0001UG	Payroll Controller (H only)	PR0002UG	Pay Period Controller (H, M only)					
PR0002UI	Pay Periods Browse	PR0003UG	Payroll Earn Type Control					
PR0004UG	Payroll Items Control (H, M only)	PR0005UG	Employee W2 Information (H, M only)					
PR0006UG	Minimum Wage Control (H, M only)	PR0007UG	Obj Code Match Ctrl (H, M only)					
PR0008UG	Routing ID Maintenance	PR0008UI	Routing ID Browse					
PR0009UG	Term Enrollment Rules	PR0010UG	Pay Codes Maintenance					
PR0011UG	Earned Income Credit Schedule	PR0012UG	Federal Income Tax Schedule					
PR0013UG	FICA/Medicare Tax Schedule	PR0014UG	State Tax Schedule					
PR0016UG	USA Tax Treaty Maintenance	PR0021UG	Employee Setup					
PR0021UI	Employee Browse	PR0022UG	Employee Payroll Items Setup					
PR0024UG	Work Authorization Entry	PR0024UI	Work Authorizations Browse					
PR0025UG	Employee Contract Details	PR0025UI	Employee Contracts Browse					
PR0026UG	Taxable Benefit Entry (H, M only)	PR0026UI	Taxable Benefit Browse (H, M only)					
PR0027UG	Timesheet Request	PR0028UG	Employee Timesheet Request					
PR0031UG	Employee Max. Earnings (H, M only)	PR0031UI	FA/Max Earnings Browse					
PR0040UG	Work Auth Funds Transfer (H, M only)	PR0041UG	FICA/Medicare Refund (H, M only)					
PR0101UG	Employee Timesheet Maintenance	PR0102UG	Payroll Roster Entry					
PR0103UG	Balancing Authorized Hours	PR0104UG	Routing ID Balancing					
PR0111UG	Payroll Processing (H, M only)	PR0112UI	Payroll Pay Register					
PR0113UI	Employee Paycheck Details	PR0114UI	Employee Payroll Records					

Fax to:

Metro Region	Northern (Moorhead) Region	Southern (Mankato) Region	Central (St. Cloud) Region
Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-917-4733 Fax: 612-626--5450

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Name: _____
 (Please Print)
 Position: _____
 Institution: _____
 Authorized Signature: _____
 Remarks: _____

New User Change to an Existing User
 User ID: _____
 E-Mail Address: _____
 Date: _____

PR0115UI Payroll Process Log
 PR0121UG Payroll Audit Process (H, M only)

PR0120UG Payroll Audit Results (H, M only)
 PR0122UG Employee Audit Results (H, M only)

Department

PR_03 M L Add Delete
Routing ID(s) _____

Cost Center(s) _____

PR0002UI Pay Periods Browse
 PR0021UI Employee Browse
 PR0024UI Work Authorization Browse
 PR0025UI Employee Contracts Browse
 PR0028UG Employee Timesheet Request
 PR0101UG Employee Timesheet Maintenance
 PR0103UG Balancing Authorized Hours

PR0008UI Routing ID Browse
 PR0024UG Work Authorization Entry
 PR0025UG Employee Contract Details
 PR0027UG Timesheet Request
 PR0031UI FA/Max Earnings Browse
 PR0102UG Payroll Roster Entry

FA / Payroll Incharge

PR_04 M Add Delete
Routing ID(s) _____

Cost Center(s) _____

PR0002UI Pay Periods Browse
 PR0021UI Employee Browse
 PR0024UI Work Authorization Browse
 PR0025UI Employee Contracts Browse
 PR0028UG Employee Timesheet Request
 PR0031UI FA/Max Earnings Browse

PR0008UI Routing ID Browse
 PR0024UG Work Authorization Entry
 PR0025UG Employee Contract Details
 PR0027UG Timesheet Request
 PR0031UG Stu Employee Max. Earnings Entry
 PR0114UI Employee Payroll Records

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