



# Student Payroll Security Authorization Form

## Minnesota STATE COLLEGES & UNIVERSITIES

Name: \_\_\_\_\_  
(Please Print)

New User       Change to an Existing User

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.**

<u>Generic Security Administrator</u>		<u>GENSECU</u>	<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).				

<u>Payroll</u>		<u>PR 02</u>	<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:**  
**Office of the Chancellor**  
**Voice: 651-917-4733**  
**Fax: 612-626-5450**

# Student Payroll Security Authorization Form – Page 2

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Position: \_\_\_\_\_

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Institution: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

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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