



Office of Human Resources  
**PAYROLL AUTHORIZATION FORM**

**Payroll Services • 500 Tech Parkway • Atlanta, GA 30332-0435**  
**(404) 894-4614 (phone) • (404) 894-0944 (fax) • pay.ask@ohr.gatech.edu**

**The Payroll Authorization Form** is required for each Georgia Tech department that has employees who perform data entry in the Human Resources Management System (HRMS)\* and/or various payroll functions. Departments are strongly encouraged to have a primary person who originates data entry and functions **and** a back-up person to perform these responsibilities as needed. The Payroll Authorization Form is kept on file in the Payroll Office and will be referred to in the event of an audit regarding who is authorized to perform the stated functions. Departments must update their forms to delete employees who no longer require authorization to perform stated functions.

**Date Submitted:** \_\_\_\_\_

**DEPARTMENT INFORMATION**

Department 3 digit ID #	Department Name	Mail Code
Dean, Director or Department Head (print name)		Dean, Director or Department Head (signature)
HR Rep/Contact (print name)		HR Rep/Contact phone and email**

**The following individuals are authorized to perform payroll data entry and functions:**

Employee Print Name (include Maiden and Married Names)  Employee's Signature	Employee GT Account Name (ex: gb1 or gburdell1)  Empl ID # (PeopleSoft Record)  Work Dept 3 digit ID#	Personal Services Form (PSF) Originator and/or Approver	HRMS Workforce Administration panels and HR Ad-Hoc Report	Summer Pay Request and Special Payment Request	HRMS Bi-Weekly Time Editor Panels	Request Off-Cycle Checks	Pick Up Checks from Payroll Office	Report Vacation and Sick (e.g. adjustments, vacation pay-out at time of terminations, etc.)
1.								
2.								

\*GT Admin Systems Access and Security: [https://techworks.psauth.gatech.edu/gt\\_data/content/training/docs/gt\\_fin\\_hr\\_access.pdf](https://techworks.psauth.gatech.edu/gt_data/content/training/docs/gt_fin_hr_access.pdf)

\*\*The HR Rep/Contact serves as a liaison to OHR thereby forwards all notifications of policy and procedural updates to their respective departments.

**Temporary access to Administrative Systems that require training will be granted to a new employee for 60 days. It is the responsibility of the requester to ensure that the employee is provided with proper instruction on how to use these applications by a knowledgeable department manager or representative and to ensure that the employee attends the appropriate training courses within 60 days. If training is not completed within 60 days, access to those applications will be revoked.**

<b>Employee's Name</b> (include Maiden and Married Names)	<b>Employee GT Account Name</b> (ex: gb1 or gburdell1)  <b>Empl ID #</b> (PeopleSoft Record)  <b>Work Dept</b> <b>3 digit ID#</b>	<b>Personal Services Form (PSF) Originator and/or Approver</b>	<b>HRMS Workforce Administration panels and HR Ad-Hoc Report</b>	<b>Summer Pay Request Special Payment Request</b>	<b>HRMS Bi-Weekly Time Editor Panels</b>	<b>Request Off-Cycle Checks</b>	<b>Pick Up Checks from Payroll Office</b>	<b>Report Vacation and Sick</b> (e.g. adjustments, vacation pay-out at time of terminations, etc.)
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								