

human resources ILLINOIS STATE UNIVERSITY

PERS 902 (2005)

ILLINOIS STATE UNIVERSITY ISI ON-LINE PAYROLL/PERSONNEL SYSTEM ACCESS AUTHORIZATION

YOU MUST HAVE AN AUTHORIZED CICS SIGN-ON BEFORE COMPLETING THIS FORM

Name: _____ ID#: _____ Title: _____
Person Requesting Authorization

Phone Number _____ Location: _____ CICS: _____ Sign-On is to be: Added Changed Deleted
Building/Room Sign-On Name

TAPS Sign-On: _____ XXXX _____ Date Action is to be taken _____
Dept. # Seq. # Password to be assigned to TAPS Access
(To be assigned by Academic Personnel) (5 character minimum - 8 maximum)

Reason for needing TAPS Access (required) _____

Transactions are to be: Added Deleted

Note: Update Function access will be given only to departments that are authorized to make changes to records on the TAPS database. All others will be given access only to inquiry functions.

Circle applicable items below.

--Data Entry and UpdateFunctions--

--Inquiry Functions--

- | | | |
|--------------------------------------|------------------------------------|-------------------------------|
| 01 Personnel Records | 10 Retirement System | X 04 Personnel Records |
| 02 Time Entry | 12 Check Reconciliation | 06 Payroll Segments |
| 03 Payroll Adjustments | 13 Northwestern Updates | 08 Payroll Audit Records |
| 05 Payroll Direct Updates | 14 Payroll Control File | 11 Appointment Paper/Contract |
| 07 Payroll Usage Update | 15 Personnel Control File | 18 Salary Increase |
| 09 Payroll Insurance Direct Pay File | 16 Payroll Expenditure Adjustments | |

Signed: _____ Date _____
Name (Person Requesting Authorization)

Approvals: _____ Date _____
Name (Supervisor/Department Head)

Note to Supervisor/Department Head: When an employee is given authorization to use TAPS, by default the employee will have access to view all appointments relative to all faculty, administrative professionals, civil services personnel and graduate assistants paid by the employing department of the requesting person. At this time the system is not programmed to give access to view specific categories of employees only as in graduate assistants only or faculty only etc.

Approvals: _____
System Coordinator (Academic Personnel) Date