



Pay Earnings Detail on the Web Web Access Authorization

Office of University Budgets and Financial Planning

Please type or print all requested information. Submit your completed form to the Office of University Budgets, 2040 Seibert Administrative Building, Attn: Kathy Houser. If you have any questions about completing this form, contact the budget office at 387-4275.

Once the authorization has been processed, the appropriate web link and passwords will be forwarded to your department.

Employee/Department Information:

Last Name _____ First Name _____
Department Name _____ DeptID _____ Phone _____
Email Address _____ Date of Request _____

Authorizing Signatures:

Employee _____ Date _____
Supervisor _____ Date _____
Deans Office _____ Date _____
(required if the request comes from an Academic department)
