AIS Use Only DATE RECEIVED	MICHIGAN STATE UNIVERSITY **Administrative Information Services Access Request Memorandum** Send to: Customer Help Center Room 2 Administration Bldg -- Phone: 353-4420 Ext 311	*AIS Use Only* USER CODE *AIS Use Only* Document Number

Requestor's Information

Name (Printed)	Phone	Date Prepared	Date Needed

Type of Request (Check One**)**

☐ Add this User ☐ Change this User ☐ Delete this User ☐ Application Setup (*AIS Use Only*)

User Information

Full Name	Address	Phone	Employee ID
Descriptive Job Title	**Department Name**	**Common Unit Code**	**Account #**

Description of Access and/or Special Instructions: Grant access to the following report(s)for on-line report viewing (Document Viewer) for the **University Payroll Department**.

Name	MSU NetID

☐ E01PAY3E-1 Labor Distribution Report by Department Number:

Common Unit Code(s)

☐ E01PRV3E-1 Labor Distribution Report by Department Number:

(Clean up report that runs 2x in January)(This report is required if you have E01PAY3E-1)

Common Unit Code(s)

NOTE: This access request requires authorizing signatures from both the originating unit's AIS security contact person and Payroll.

05/23/07 (DocView_PAY)

For Authorized Signers Only:

Signature & Printed Name of Unit Head or Security Contact Responsible for User	Date:
Signature & Printed Name of Application Steward Responsible for Application Data	Date:

This Section to be Completed by Administrative Information Services

User ID(s)	Comments:	Completed By
		Completion Date

MSU is an affirmative-action, equal-opportunity employer.