Finance Director Data Owner Security Class Worksheet

Please complete all information, sign and return to Josh Weaver in MCC 300

User Name to Modify:

Date to make Active: If Temporary Access, Date to Remove:

☐Add	☐Remove	ALL.IN.USE	☐Add	☐Remove	
☐Add	☐Remove	HR.ADMIN	☐Add	☐Remove	
☐Add	☐Remove	HR.EMP.DATAENTRY.838	☐Add	☐Remove	
☐Add	☐Remove	HR.EMP.SETUP.838	☐Add	☐Remove	
☐Add	☐Remove	HR.INQ.838	☐Add	☐Remove	
☐Add	☐Remove	HR.LONGEVITY.838	☐Add	☐Remove	
☐Add	☐Remove	HR.NAE.838	☐Add	☐Remove	
☐Add	☐Remove	HR.PAY.ENTRY.838	☐Add	☐Remove	
☐Add	☐Remove	HR.PAYROLL.838	☐Add	☐Remove	
☐Add	☐Remove	HR.PAYROLL.ADMIN.838	☐Add	☐Remove	
☐Add	☐Remove	HR.PERSON.838	☐Add	☐Remove	
☐Add	☐Remove	HR.POSD.INQ.838	☐Add	☐Remove	
☐Add	☐Remove	HR.PRES.OFFICE.838	☐Add	☐Remove	
☐Add	☐Remove	HR.PWAG.838	☐Add	☐Remove	
☐Add	☐Remove	HR.TRANSMIT.838	☐Add	☐Remove	
☐Add	☐Remove	HR.PAY.POS.PAY.838	☐Add	☐Remove	
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Director of Finance Date

User Adjusted By:_____ Date_____