

OR PTC DCI — Staff Profile Maintenance

Check all that apply:

Add a new staff user

Deactivate a user (*Complete only User information part 1 & Manager information.*)

Modify access (*Be sure to designate which roles/permissions you are adding or deleting.*)

User information part 1 (*"User" is the person whose account is being affected.*)

Name (<i>first, last</i>):	OR or P number:
Email address:	

User information part 2 (*"User" is the person whose account is being affected.*)

Phone:	Alternate phone:	Mobile phone:	Time Zone:
Work address (<i>include floor/suite number when applicable</i>):	City:	State: OR	ZIP:
Branch name:	Branch number:		

Staff user roles (*for complex changes or additional roles added/removed, include notes on page two.*)

<p>Check role to add for this staff:</p> <p><input type="checkbox"/> Supervisor for Branch number _____</p> <p><input type="checkbox"/> Payroll Team for Branch number _____</p> <p><input type="checkbox"/> Auditor – view only</p>	<p>Check role to remove for this staff:</p> <p><input type="checkbox"/> Supervisor for Branch number _____</p> <p><input type="checkbox"/> Payroll Team for Branch number _____</p> <p><input type="checkbox"/> Auditor – view only</p>
---	--

Staff user permissions (*for complex changes, include notes on page two to explain request.*)

<p>Check permissions to add for this staff:</p> <p><input type="checkbox"/> Authorization Admin Permission</p>	<p>Check permission to remove for this staff:</p> <p><input type="checkbox"/> Authorization Admin Permission</p>
---	---

Staff report access

Should this user receive the Change Email/Phone Report?

Yes

No

Manager information

Name (<i>first, MI, last</i>):	Phone:	Extension:	Date submitted:
Branch/unit name:	Position/title: Manager		

Additional staff user roles

Check role to add for this staff:

- Supervisor for Branch number _____
- Payroll Team for Branch number _____
- Auditor – view only

Check role to remove for this staff:

- Supervisor for Branch number _____
- Payroll Team for Branch number _____
- Auditor – view only

Check role to add for this staff:

- Supervisor for Branch number _____
- Payroll Team for Branch number _____
- Auditor – view only

Check role to remove for this staff:

- Supervisor for Branch number _____
- Payroll Team for Branch number _____
- Auditor – view only

Check role to add for this staff:

- Supervisor for Branch number _____
- Payroll Team for Branch number _____
- Auditor – view only

Check role to remove for this staff:

- Supervisor for Branch number _____
- Payroll Team for Branch number _____
- Auditor – view only

Notes