

# 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.*)

**Reactivate** access (*Complete only User information part 1 & Manager information.*) Due to **Branch Switch**

**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><b>Check role to add for this staff:</b></p> <input type="checkbox"/> Supervisor for Branch number _____ <input type="checkbox"/> Payroll Team for Branch number _____ <input type="checkbox"/> Auditor – view only	<p><b>Check role to remove for this staff:</b></p> <input type="checkbox"/> Supervisor for Branch number _____ <input type="checkbox"/> Payroll Team for Branch number _____ <input type="checkbox"/> Auditor – view only
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**Staff user permissions** (*for complex changes, include notes on page two to explain request.*)

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