

AUTHORIZATION FOR BOE ACCESS TO PAYROLL-HR REPORTS
NON PI/DIRECTOR

Note: The person you are authorizing access to must either have a signed "Request for IFAS/BOE Access" form on file or one must be filed in addition to this form.

I authorize _____ access to Payroll-HR BOE reports for my accounts:

List Org Keys, using ranges where possible			

I certify that I am the principal signature authority on the above account(s). I also understand that Payroll-HR reports contain confidential payroll information (including my own if applicable) and the above mentioned individual has a legitimate business need to know this information in order for them to perform their job.

I also certify that should the above person change positions either within my department and/or the University and this information is no longer necessary I will notify the Cal Poly Corporation ITS department at 756-5900 as soon as possible. (If CPC is not notified, they will continue to have access to your accounts.)

I certify that I am authorizing the Cal Poly Corporation to provide BOE report access to Payroll-HR reports in accordance with the above requirements.

 Project Director or Applicable Signature Authority Date

I understand that I am being given access to confidential payroll information and I certify that I will keep all information confidential and only share information with others who have a legitimate need to know for business purposes. I also understand that should I change positions and no longer require this access to perform my position I will also notify the Cal Poly Corporation ITS Dept at 756-5900.

 Employee Date

 Other Approval(s) where applicable (SP, Campus Programs, etc) Date

HUMAN RESOURCES APPROVAL

APPROVED DENIED

 Human Resources Director Date