



Web Pay Security Request Form

Please fill out the following form for **each** security role you wish to have created or modified. A Paylocity representative will contact you once the role is complete or if further details are needed.

Contact Name & Phone Number: _____

(circle one)

New or Existing Security Role Name: _____

(circle one)

Company ID(s) or Company Set ID Role needs access to: _____

Please provide a short description of the main functions for this role (if new role):

Will this role be applied to an existing employee in Web Pay? YES NO

Access for social security numbers? Full Access Masked View Only None

Access for dates of birth? Full Access Masked View Only None

Access to the Reports Library and Report Writer? Library Writer None

Which reports will this role have access to? All Payroll Only HR Only Choose Specific Reports

If choosing specific reports, list report names: _____

Please select rights this role should have access to:

	Full Access	View Only	None (Hide)
Company:			
Earnings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency Checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Company tabs/screen to hide: _____

Payroll:

- Start/Key Payroll Batches
- Approve Payroll
- Submit Payroll
- Audit Payroll (Release Audit Holds)
- Print Manual Checks

Employee Info:

- Dept/Position
- Earnings
- Deductions
- Salary/Rates
- Direct Deposit Accounts
- Taxes
- Pay/Check History
- Time Off Balances

Other Info tabs/screens to hide: _____

Human Resources:

- Dept/Position
- Salary/Rates
- Pay/Check History
- Time Off Balances
- (if applicable)*
- Employment History
- Benefits
- Training
- Performance

Other HR tabs/screens to hide: _____

Does this role need access to employees who report directly to them? YES NO ALL EMPLOYEES

If No, are there any specific departments or employees this role should NOT have access to?

Please List: _____

Please fax the completed form to 847-956-1926 or email to: service@paylocity.com attention:
Implementation Project Services