

**State of New York**  
**Office of the State Comptroller**  
**Payroll Computer Security User Request**

A.E. Smith Office Building  
 Security Admin. 4th Floor  
 Albany, NY 12236

Control No. \_\_\_\_\_

**SECTION I - Prepared by the Agency Security Coordinator**

**User Information**

**TYPE OF REQUEST:** \_\_\_\_\_

**USER IDENTIFICATION:** \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> - ADD<br><input type="checkbox"/> - DELETE<br><input type="checkbox"/> - CHANGE<br><input type="checkbox"/> - SUSPEND<br><input type="checkbox"/> - REACTIVATE - <input type="checkbox"/> CONFIRMS A TELEPHONE REQUEST<br><input type="checkbox"/> NOVELL ID <input type="checkbox"/> PAYSR ID <input type="checkbox"/> REVEAL <input type="checkbox"/> UNIX (for Internal OSC use Only) | User ID - _____<br>Name - _____<br>Phone Number - _____<br>Agency Code - _____<br>User Email Address - _____ |
|---|--|

**PaySR Production Access**

User Security Class Code - \_\_\_\_\_  
Primary Class                      Secondary Class (optional)

Access Agency Codes - \_\_\_\_\_  
(E.g. 12005, 30303, or 10000 - 19999 or 10)

**PaySR Query and Report Access**

1.  All Classes,    or     Only Classes With Update Access
  2.  Run Queries,    or     Create and Run Queries
- Access Agency Codes - \_\_\_\_\_  
(E.g. 12005, 30303, or 10000 - 19999 or 10)
3.  View Reveal Reports    \_\_\_\_\_  
(E.g. 12005, 30303, or 10000 - 19999 or 10)

**SECTION II - Agency Security Coordinator Authorization**

Name: \_\_\_\_\_ Please Print                      Phone: \_\_\_\_\_

Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SECTION III - Prepared by the OSC Bureau of Information Technology Security Group**

Approved                       Disapproved

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_                      Date: \_\_\_\_\_