

MONTGOMERY COUNTY PUBLIC SCHOOLS

Payroll Attendance Collection System (PACS) and Human Resources Information System (HRIS) Access Request for Central Office Staff

Office of the Chief Technology Officer
Business Information Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

INSTRUCTIONS

Central Office Requesters for PACS and HRIS Access: Use this form to request access to the Payroll Attendance Collection System (PACS) and/or the Human Resources Information System (HRIS). Submit the completed form via e-mail to DBIS@mcpsmd.org or scan it to 301-279-8456. You will be notified via email when your access is granted. **All items marked with an asterisk (*) are required.**

REQUESTOR INFORMATION

Request type*: New Modification

First Name* _____ MI _____ Last Name * _____

MCPS Employee ID No.* (Located on your paycheck) _____ User ID* _____ Office Phone ____ - ____ - ____

Temporary Employment (TPT)?* Yes No If TPT, enter dates of employment From: ____/____/____ to: ____/____/____

PACS Access

Please select all that apply: Timekeeper Alternate Timekeeper Supervisor

Do you post time for professional workshops—not including employees paid through temporary part-time assignments? Yes No

If yes, do you post time for other payroll attendance types? Yes No

Do you process extracurricular activity plans? Yes No

If yes, do you enter the plans? Yes No

Do you approve the plans? Yes No

HRIS Access

Select your Work Location and Position/Assignment from the list below.

Employee Work Location/Office, Position or Assignment _____

Do you require access to Enterprise Business Reports? Yes No

If you are unable to locate your work location and position/ assignment above, please provide your direct supervisor's name and the reason(s) why you require access to HRIS here:

SIGNATURES

Requester Signature: _____ Date ____/____/____

Immediate Supervisor Name: _____

Immediate Supervisor Signature: _____ Date ____/____/____

Dept. Director/Associate Superintendent Signature*: _____ Date ____/____/____

INTERNAL USE ONLY – HRIS ACCESS REQUESTS ONLY

Date Received ____/____/____ Security class assignment _____

Printed Name of OCTO Staff Reviewer _____

OCTO Reviewer Signature _____ Date ____/____/____

Unique Request _____

Name of Authorizing ERSC Staff Member _____

Authorizing/ERSC Signature _____ Date ____/____/____

Detailed Instructions

This form is to be used for central office requests to create, or modify a Payroll Attendance Collection System (PACS) and/or a Human Resources Information System (HRIS) user account. Below are detailed instructions for completing and processing a request. Please note that the following items will cause delays in processing a request:

- Incomplete or inaccurate information
- Missing signatures

Completed forms are kept on file for internal and external auditing.

Requestor Information

For *Type of Request*, select the option indicating if it is a new request, or a modification to a previous request.

For a modification, all selections made under PACS Access and HRIS Access will be assigned, when appropriate, and will overwrite previously assigned access.

Provide all requester information to receive a PACS or HRIS account.

For *Temporary Employment (TPT)*, you will select "Yes" and provide the TPT dates whenever access is a requirement of a TPT position, even if you also hold a permanent position.

PACS Access

Complete this area for access to PACS. PACS access allows the requester to perform timekeeper activities, or release/approve time if the requester is a supervisor.

HRIS Access

Complete this area for access to HRIS. HRIS access is granted specific to the work you will be performing. Requests to "mimic" or grant access equal to another user will not be accepted, and will require you to identify the exact work location and position/job you will be performing.

For *Do you require access to Enterprise Business Reports?*, check "Yes" if you are required to run business reports, for your area.

NOTE: If you are unable to locate your work location and position/assignment in the drop down list, please do not only provide the name of a user who is, or was, holding the same position or doing similar work as this will result in delays in creating your account.

Signatures

Use either black or blue ink to sign this form. For this request to be processed, all signatures are required.

Internal Use Only—HRIS Access Report

An OCTO staff member will complete this section after this request is processed. After your request is complete, an email notification will be sent to you.