

**MONTGOMERY COUNTY PUBLIC SCHOOLS**

## Payroll Attendance Collection System (PACS) and Human Resource Information System (HRIS) Access Request for School-based Staff

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

**INSTRUCTIONS**

**School-based requesters for PACS and HRIS Access:** Use this form to request access is 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 \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

School Name and # \_\_\_\_\_

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

**PACS Access**

Please select all that apply:  Timekeeper  Alternate Timekeeper **Note: Principals will automatically be given this access.**

**HRIS Access**

**Select your position from the options below.**

Administrator (Asst. Principal/Acting Principal/Principal Intern)  Business Administrator  Fiscal Assistant or Accountant

Position not listed. Please enter position title here: \_\_\_\_\_

**Please check all that apply.**

Will you: Post Extracurricular Activity plans?  Yes  No

Approve Extracurricular Activity plans?  Yes  No

Require School Business Reports?  Yes  No

**AUTHORIZATION**

Requester Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Principal signature is required. Supervisor's signature will not be accepted.**

**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 school-based staff 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.

Principals are not required to submit this access request form. PACS access is automatically granted to the role of principal.

### **HRIS Access**

Complete this area for access to HRIS. HRIS access is granted specific to the work you will be performing.

For *Will you Require School Business Reports?*, check "Yes" if you are required to run business reports, for your school.

### **Authorization**

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.