

MAISD PAYROLL SYSTEM SECURITY INFORMATION

REV 11-2004

Delete User
 Add User
 Change User
 Name: _____

Specify default printer (required if new user): _____

District _____ Approved by _____ Date _____

MARK ALL DESIRED TRANSACTIONS WITH AN "X". ONLY ONE "X" PER LINE.
"C" TO READ BY SUPERVISOR CODE(S)--"D" TO WRITE BY SUPERVISOR CODE(S) INDICATED BELOW.
THIS CODE IS DESIGNATED TO EMPLOYEES ON THE *JOBH* SCREEN

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READ --R--	WRITE --W/S--	READ --C--	WRITE --D--	MENU ITEM & TITLE	
R				MENU	Menu of Options
				EMPL	Employee Information
				HOUR	Hourly Info
				EBEN	Employee Benefits
				EDED	Employee Deductions
				REIM	Reimbursement Info
				ORSD	ORS Demographics
				ORSW	ORS Wages
				MPAY	Multiple PAYR
				BALG	Balance Gross Pay
				HINS	Insurance History
				BALD	Balance Deductions
				YEAR	Employee YTD Totals
				QUAR	Quarterly Totals
				DAYS	Daily Rate Pay
				REGI	Payroll Register NEED "S" FOR MANUAL CHKS
				TDPM	Tax Deferred Payment Maint
				DREG	Deduction Check Register. NEED "S" MANUAL CHECKS
				OSHA	Illness & Injury
				BALB	Balance Benefits
				MREG	Multiple Register
				CERT	Certifications
				PERS	Personnel
				SUBM	Submit Payroll

READ --R--	WRITE --W--	READ --C--	WRITE --D--	MENU ITEM & TITLE	
				EDEP	Electronic Deposit Info
				PDST	Payroll Distribution
				PROP	Proposed Salary Info
				REP	Registry of Educational Personnel Info
				BREG	Benefit Register
				REPT	Report Request
				TDPH	Tax Deferred Payment History
				EATT	Employee Attendance
				RATT	Record Attendance Info
				MNTH	Monthly Attendance Info
				INCR	Increment Attendance
				BALQ	Balance Quarter End Totals
				BALY	Balance Year End Totals
				SCHD	Salary Schedule Maintenance
				JOBH	Job History
				LONG	Longevity Schedule Maintenance
				BDST	Benefit Distribution
				PAYR	Pay Rate Screen
				TAX	Employee Tax Info
				FILE	File Contents
				PBEN	Proposed Benefits
				TRNG	Trainings
				PROF	Professional Development Info