



PAYROLL DETAIL REQUEST FORM

Completion of this form will grant online access to the payment amounts and employee names for each payroll run that is recorded on the FIS system, for accounts which the individual named below has been granted FIS access to.

PLEASE NOTE: Authorization of this form will grant payroll detail access to ALL accounts for which the user has Business Unit security.

Request Access to Payroll Detail

Remove Access to Payroll Detail

Person to be Added/Removed from Payroll Detail:

Name: _____ **Ext:** _____ **E-Mail:** _____

Department: _____ **Position:** _____

I understand that by signing this document, I hereby agree to adhere to the Confidentiality policies as outlined on page 2 of this form, and that failure to do so may result in disciplinary action.

Employee Signature: _____

Date: _____

Print Name: _____

Authorization (Dean or Director):

Must be signed

I hereby understand that it is the responsibility of the department to notify the Security Administrator in the Finance Department if a staff member no longer requires Payroll Detail access.

Authorization Signature: _____

Date: _____

Print Name: _____

Department: _____

Submit Form To: Security Administrator/Finance Department; fax number: 519-561-1434 or by e-mail:

fabs@uwindsor.ca

If there are any questions while filling out the form, please contact the System Assistant (ext. 2143)

SECURITY ADMINISTRATOR (FINANCE DEPARTMENT) USE ONLY

Authorization Signature: _____

Date: _____

Comments: _____

☐ User Security (P55PDTL)

CONFIDENTIALITY POLICY AND GUIDELINES

Financial information in all areas of the Finance Department is confidential and disclosure of any information to unauthorized persons is considered a serious issue and could result in disciplinary action.

Payroll Detail is highly sensitive and efforts must be undertaken to prevent the unauthorized access to this information. Anyone with access to this information should endeavour to protect the confidentiality by following these guidelines:

- You do not discuss any payroll information with any unauthorized persons.
- Unless absolutely required, you will not print or reproduce in hard copy form any payroll detail.
- If payroll detail has been reproduced, you will take measures to secure this information by locking it into filing cabinets or desk drawers.
- If Payroll Detail is no longer required, you will arrange to shred the information.
- Online access should be safeguarded by closing down the FIS application, or locking your workstation when you will be away for an extended period of time (e.g. lunch, meetings, etc.)
- If you choose to save this data in an electronic format, protection of files and folders on your network drive is necessary to prevent unauthorized access.