

Payroll/Personnel/Benefits (PPBS) System Access Form

Use this form to establish new access or request any changes in access for the Payroll/Personnel/Benefits System on ais-c2000.

Attach a photocopy of your Staff ID Card. *(Failure to do so will delay access approval).*

INCOMPLETE FORMS WILL BE RETURNED!

Check one of the following:

New User

Change or addition

Termination

Name: _____

Employee #: _____

Home Dept #: _____

Campus Phone: _____

Building/Room: _____

Mail Code: _____

If you are replacing another employee, what is the individual's name? _____

Operator Password (new users only -- min. of 6 chars. in all upper case, at least 1 numeric and 1 alpha characters)

Home Dept Number(s): _____

PA.ACCESS CODE(s): _____

MENUS TO BE ACCESSED (Access to all screens on the menu)

PF Menu - Employee Maintenance Menu (For Home Departments Only)

PR Menu - Deduction Processing Menu (For Revenue Centers Only)

PA Update & PA. Inquiry - All PA menus

PA Inquiry Menu - Employee Inquiry Menus only

Other – please write in menu name: _____

INDIVIDUAL SCREENS TO BE ACCESSED (Access limited to chosen screens only; no menu access)

PA.INQUIRY

Employee Inquiry

Employee People Inquiry

Employee Documentation Inquiry

Employee Payroll Results Inquiry

Employee Totals Inquiry

Employee Department Inquiry

Employee CWSP Inquiry

PA.UPDATE

Employee Demographics

Employee People Demographics

Hours Worksheets & Reports

Student New Hire Processing

Student Rehire Processing

Employee Leave Menu

Other – write in _____

I have read the 'Code of Responsibility' on the back of this form and agree to abide by it.

Signature: _____

Date: _____

Dean/Director/Supervisor: _____

Date: _____

Department Coordinator: _____

Date: _____

Retain a photocopy of this form until you receive your login instructions in 3 to 5 working days.

Please return this form to Payroll Services, FIG 109, MC 1263

UNIVERSITY OF SOUTHERN CALIFORNIA
PAYROLL/PERSONNEL/BENEFITS SYSTEM (PPBS)

Code of Responsibility

The security and confidentiality of employee records are matters of concern to all USC employees. Those employees with access to ais-c2000 PPBS are in a unique position of trust in maintaining the security and confidentiality of employment records. Each system user is expected to adhere to the following code:

1. Unauthorized use of or access to employment records is prohibited.
2. No system user may divulge or allow anyone else to use their access. If a system user suspects someone of knowing or using their access, he/she will immediately notify the supervisor.
3. System users are prohibited from personally benefiting or allowing others to benefit by knowledge of any confidential information gained by virtue of their work assignments.
4. System users are prohibited from exhibiting or divulging the contents of any record or report to any person except in the execution of normal duties and responsibilities.
5. System users may not update or alter in any way their own records or records of family members.
6. System users may not knowingly include or cause to be included in any records or report a false, inaccurate, or misleading entry.
7. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of duties.
8. System users agree not to leave a terminal unattended without properly and completely exiting from the system.
9. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.

Violation of this Code may lead to reprimand, suspension, or dismissal consistent with the University of Southern California personnel and employment policies.