

**APPLICATION FOR ROLE ASSIGNMENT FOR**  
**PR-ASSIST SYSTEM**

Please type or print clearly

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department: \_\_\_\_\_ Payroll Title: \_\_\_\_\_

Net ID: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Select One:  New Account (check access roles below)

Remove Account (user will no longer have to PR-Assist)

Access Roles:

Time Sheet Entry     Create Appointments/PAFs     Supervisor

Chair/Director     Dean/VP/Provost

Will you need access to additional departments?:  No

Yes: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be authorized by the department chair.

Name of Dept. Chair: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payroll Use:**

Acct Deleted     Access Denied     Acct Created

Roles assigned: Timekeeper \_\_\_\_\_

PAF Creator \_\_\_\_\_

Supervisor \_\_\_\_\_

Chair/Dir \_\_\_\_\_

Dean/VP/Provost \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_