

TAL Security Change Form – Inquiry Only Access

Supply the information requested below for adding Inquiry Only access in the TAL system, obtain the required signatures and forward the completed form to Payroll Services at Payroll-Services@ouhsc.edu.

The “Contact Person” will be notified when the user’s access privileges have been granted.

User’s Name (Last, First): _____ Department: _____
Employee ID: _____ OUHSC Affiliate?* (Y/N): _____ (Users not paid by OUHSC)
**Must already be a TAL user for inquire access.*
Contact Person: _____ Phone: _____

Inquiry Only Access Changes – This access is for inquire only access for department payroll approvers who cannot have supervisor/payroll coordinator access (cannot have entry and approval). This access is for inquire only to specific timesheet groups and/or department orgs to view timesheets, leave balances and run reports.

Begin Date: _____

Add Timesheet Group(s) or ORG(s): _____

Remove Timesheet Group(s) or ORG(s): _____

Department Approval:

⇒ **As the department head, I hereby approve this request for user access privileges.**

Printed Name: _____ Title: _____

Signature: _____ Date: _____

NOTE:
**WHEN EMPLOYEES TRANSFER OR TERMINATE THIS FORMS NEEDS
TO BE COMPLETED TO REMOVE THIS ACCESS**

For Payroll Services Use Only

Payroll Services: _____ Date: _____

Application security access privileges granted/removed by: _____