

## RMS PAYROLL ACCESS FORM

### Section I – User Information

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
RMS User ID: \_\_\_\_\_ Employee Type: \_\_\_\_\_  
Office Symbol: \_\_\_\_\_ Currently a CAC holder? \_\_\_\_\_  
District/Organization: \_\_\_\_\_ UPASS ID (ex. A0, K5, etc.): \_\_\_\_\_  
DoD ID Number (found on back of CAC): \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Section II – Database Access

Access Request & Justification for Access (*Note: Request will not be granted without a justification*):

A. Payroll Module (contains PII):

Contract Payrolls Access:

Contract Labor Interviews:

Justification for requested permissions:

PII Training Certification Date (must submit training certificate):

B. Specific District(s):

Justification:

C. All Districts:

Justification:

D. Specific Contract(s):

Justification:

E. All Contracts:

Justification:

F. Role(s) (Specify):

Justification:

PII District Admin Signature & Date: