

## WEB PAN Reviewer Request Form

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

By submitting this form, Business Officer is approving the employee to be setup as the PAN reviewer for the department listed on the form. Please fill out the form, and click "Email" to submit the Request Form to Payroll Office (payroll@ucsf.edu) with a cc' to your department Access Administrator.

**Add**

**Change**

**Delete**

**Requester:**

Employee ID: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Home Department Code: \_\_\_\_\_

**Reviewer:**

Employee ID: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Department Code: \_\_\_\_\_

OLPPS UserID: \_\_\_\_\_

If New - Completed OLPPS Inquiry Training?

Yes

No

**Required Information for the reviewer:**

PAN - Department Code: \_\_\_\_\_

*(Note: Enter PAN department Code(s). Multiple codes can be separated by a comma. Reviews must already have authorization to view records with this department code in OLPPS.)*

Include the Child Departments:

Yes

No

Mandatory Reviewer:

Yes

No

Action:

EDB Update

Pay Transaction

Notification Distribution Classification (Default to include all if this is not specified below):

ALL

PSS

MSP

ACADEMIC

Comment: