

PayData Remote User & Application Login and Password Form



Client #:	Client Name:
Company #:	Company Name:
User Full Name:	
Phone #:	Email Address:
Log In ID: <u>PROVIDED BY PAYDATA</u>	

Password: You will be assigned a temporary password by PayData which will need to be changed within 5 days. Passwords must be a minimum of 8 characters in length. They must include 2 of the 4 following combination elements: Capital Uppercase letter – ABCD, Alpha lowercase – abcd, Numeric – 1234, Special character - ! @ # % ^ & * () _ + { } [] \ | . The \$ is not considered a special character.

Remote Users - Select either Evolution or evoWeb. Contact your CSR, if you are unsure which option to choose.

Evolution

- Remote – Full Access: Edit ability for employee, payroll, reports. (Includes pay rate & SSN access)
- Remote – View Only: View ability, no edit for employee, payroll, reports, not able to see pay rates and salaries. No SSN.
- Restricted Remote – No Rates: Indicate which fields the access should be for by using the additional information field below.

Additional Info: _____

Slimmed Down Remote – Employee, Payroll & Reports: Edit ability for limited employee (employee, pay rates, states, direct deposit, scheduled EDs), all payroll reports.

- HR Access- Full Employee Self-Service Manager
- HR Access Limited Reports Only

Please define: _____

View ability of Social Security Numbers (SSN)

Division/Branch/Department/Team Restrictions: _____

Additional Fields: Strip access to edit employee info _____

TimeworksPlus / WorkforceHUB / evoClock+ (Admin Users Only) – Please select only one.

- TimeworksPlus WorkforceHUB evoClock+

HR Tools - Service Agreement Required.

- evoHIRE HR Support Center (HR Resource Center) HR Support Center On Demand (HR Resource Center)

[Click here](#) to request a training.

Signature: _____ **Date:** _____ **Email Address:** _____

<p><i>For PayData use only:</i></p> <p><input type="checkbox"/> Loaded in System <input type="checkbox"/> Client contact and new user notified of completion</p> <p>Initials: _____ Date: _____</p>
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