



Contact Change/User Login/Third Party Access Request Information Sheet

Contact Change – This access allows someone to contact PayData to ask questions and submit and receive different types of data.

User Login – This grants an individual access to one or all of PayData’s applications. This person will have access to certain information and have certain rights based on the options selected on the form.

Please note: Users are not contacts. *While a user may contact us for a password reset, any other requests for information or assistance must come from the approved contacts. Help for a user must come after the contacts have reviewed and assisted.*

Third party Access – This allows a 3rd party (Bookkeeper, CPA, Pension Administrator, etc.) access to the payroll application to view employee information and run reports. This does not allow for any changes to be made by this person.

Limit 3 contacts per company – this ensures the highest standard of customer service and to maintain confidentiality. This does include a required owner or member of the executive staff. We understand that this person may not be directly involved with the payroll process. PayData will only use this information in the event the primary and secondary payroll contacts cannot be reached when dealing with a time sensitive matter.

PayData encourages each company to have a backup person for payroll processing. As much as we would like to be able to assist you during vacations or unexpected events, our ability to do so is limited. We will gladly assist contacts to overcome any payroll processing obstacles.

Contact Rights

- **None** – and individual would not be able to obtain any employee or company related information from PayData.
- **Full** – and individual would be able to contact PayData to receive any and all employee and/or company information including rates of pay, reporting, new company items. They would also authorize any changes to an employee record and/or company records like rate of pay changes, new deduction or pay categories, Departments, GL changes, etc.
- **Inquiry** – an individual would be able to discuss existing information on file but would be restricted from making any changes.

Assign Software Rights

The drop-down boxes explain the different levels and what is available. You can ask for custom rights through the Restricted Remote option, however PayData may not be able to complete what is being asked for. Someone will reach out to review if a request is unable to be fulfilled.

Email for VMR – this individual would be added to the payroll reporting that is emailed when a payroll is processed.