



# Payroll Attendance Collection System Access Request

MCPS Form 280-63  
July 2017

Office of the Chief Technology Officer  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

**INSTRUCTIONS:** The following form is used to gain access to the Payroll Attendance Collection System (PACS). One form should be completed for each person requesting access. Fill out all portions of the form beginning with your legal name. Return the completed form to the Office of the Chief Technology Officer, CESC, Room 151.

### PLEASE PRINT ALL INFORMATION

Name of person requesting access:

First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Employee ID Number (*Located on your paycheck*) \_\_\_\_\_ User ID \_\_\_\_\_

School/Office Name \_\_\_\_\_ Location No. \_\_\_\_\_

Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### CHECK ONE

Timekeeper       Alternative Timekeeper       Supervisor

*\*Principals will automatically be given access*

Do you post time for professional workshops—not including employees paid through temporary part-time assignments?  Yes  No

If "yes," do you post time for other payroll attendance types?  Yes  No

Do you process extracurricular activity plans for your school?  Yes  No

If yes, do you enter the plans?  Yes  No

Do you approve the plans?  Yes  No

### SIGNATURES

Signature, Requestor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature, Principal/Department Director \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**AFTER YOUR REQUEST HAS BEEN APPROVED,  
AN E-MAIL NOTIFICATION WILL BE SENT TO YOU.**