CLEAR FORM

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

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PAYROLL ATTENDANCE COLLECTION SYSTEM ACCESS REQUEST

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 142. A Login ID and password will be assigned and the information will be returned to you via e-mail.

— PLEASE PRINT ALL INFORMATION —

Name of person requesting access:

_____ ____ _____
First *MI* *Last*

Employee ID Number _____
(Located on your paycheck.)

School/Office Name _____ Location No. _____

Work Phone Number _____-_____-_____

CHECK ONE (✓)

☐ Timekeeper ☐ Alternative Timekeeper ☐ Supervisor/Principal

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

_____ ____/____/____
Signature, Requester *Date*

_____ ____/____/____
Signature, Principal/Department Director *Date*

AFTER YOUR REQUEST HAS BEEN APPROVED, A LOGIN ID AND PASSWORD WILL BE SENT TO YOU VIA E-MAIL.

MCPS Form 280-63, 10/08