

**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 151.

— PLEASE PRINT ALL INFORMATION —

Name of person requesting access:

First *MI* *Last*

Employee ID Number _____ User ID _____
(Located on your paycheck.)

School/Office Name _____ Location No. _____

Work Phone Number _____ - _____ - _____

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

_____ /_____/_____
Signature, Requester *Date*

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

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