

**Hendry County Schools**  
**Information Technology Department**  
**APECS Payroll/Human Resources Applications**  
**Request for user access**

Request for:    New user: \_\_\_\_\_ Change user: \_\_\_\_\_ Delete User: \_\_\_\_\_

User's name: \_\_\_\_\_ Dept/School: \_\_\_\_\_

User ID: \_\_\_\_\_ (Password cannot be less than 5 and more than 22 characters)

Password: \_\_\_\_\_ (Password cannot be less than 5 and more than 22 characters)

**Payroll/Human Resources access:**

	<u>Update</u>	<u>View Only</u>	<u>No access</u>
Tax	_____	_____	_____
To Date Amounts	_____	_____	_____
Medical	_____	_____	_____
Job & Payment	_____	_____	_____
Deductions & Benefits	_____	_____	_____
Check History	_____	_____	_____
FI Payroll Reporting	_____	_____	_____
Payments Pending Authorization	_____	_____	_____
Batch	_____	_____	_____
Salary Matrix	_____	_____	_____
Position Control	_____	_____	_____
Code Tables	_____	_____	_____
Calendars	_____	_____	_____
Reports	_____	_____	_____
Contacts/Add'l Addresses	_____	_____	_____
Medical	_____	_____	_____
Certificates	_____	_____	_____
Education	_____	_____	_____
Attendance	_____	_____	_____
In-Service	_____	_____	_____
Dependents	_____	_____	_____
Primary Info	_____	_____	_____

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

