OSC Integrated HR-Payroll System Change Request

Submit form to: oschrpychangerequests@osc.nc.gov

The agency HR Director or CFO must be included in your email for the request to be accepted.

Agency:

Requestor:

Email & Phone:

To what area(s) does this pertain?

|  |  |
| --- | --- |
| Org Management [ ]  | ESS/MSS [ ]  |
| Financial [ ]  | Time [ ]  |
| Personnel Admin [ ]  | BI Reporting [ ]  |
| Security [ ]  | Payroll [ ]  |
| Benefits [ ]  | Other [ ]  |

Description of Request:

Requested Completion Date:

Reason for Date Given:

Reason for Change (Check one):

|  |  |
| --- | --- |
| Legislative [ ]  | Enhanced Process [ ]  |

Business Justification (Describe the benefits of making this change, number of employees impacted, productivity improvements, etc.)