OSC Integrated HR-Payroll System Change Request

Submit form to: [oschrpychangerequests@osc.nc.gov](mailto: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.)