<table>
<tr><td colspan="2">Office of Finance
Eprint Payroll Report Request Sheet</td></tr>
</table>

Date of Request _____

Name _____	Department _____
Part Time Reports _____ Yes _____ No	**Full Time Reports** _____ Yes _____ No

Date Eprint Training Video Reviewed _____

https://www.odu.edu/facultystaff/university-business/information-management/data-control/eprint

Report Access for ALL Budget Codes currently approved for Banner Finance

_____ Yes

_____ No

If "No," please contact the Data Control staff at 757-683-3257.

Budget Unit Director Approval (required)   Date _____

Printed Name _____   Signature _____

Send completed form to the office shown below for processing:

    Linda Meyers, Finance Systems Manager
    Data Control
    Office of Finance

Rev. February, 2020