

Next Payroll
Due Date: _____

ACCESS LANDRUM/ezWeb

Please complete, make copies if necessary and fax to "timesupport" at 1-850-478-4088
or scan & email to timesupport@landrumhr.com.

850-476-5100 • 800-888-0472 • www.landrumcompanies.com

MASTER Login:
(will have access to ALL data)

Name

Email Address

To which departments and/or employees should this employee have access?

Yes, this login will be doing online payroll entry!
 Yes, this login may request employee data changes!
 Yes, this login may enroll new hires online!
 Yes, this login should see payroll reports/invoices!

Is this a new manager or will this person be replacing another , and if so, whom _____ and on what date? _____

SUPERVISOR Login:
(no access to pay rate information)

Name

Email Address

To which departments and/or employees should this employee have access?

Yes, this login will be doing online payroll entry!
 Yes, this login may request employee data changes!
 Yes, this login may enroll new hires online!

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I understand that Payroll hours entered will round to the nearest one-hundredths place (.00). I also understand that Landrum Professional provides internet/computer access to confidential employee files and information. I hereby authorize the employees listed above to have full and complete access to this information at the levels indicated above. I understand that I must notify the Landrum Online Services in writing if there are any changes to these access permissions.

Signed by: _____
(Owner/President/Executive Director signatures only)

Title: _____

Company Name: _____

Date: _____

For Landrum Professional Use Only:

_____ CC TO CLIENT FILE Benefits: PTO? or Vac/Sick?

_____ contact Payroll Coord.for codes, etc., unless new client then check pre-O summary

_____ Update Portal Online Services _____ email Payroll Coord & HR Manager when registered and JSheltry if new

_____ Update XT&ALSignUps.xls _____ Lock ezpp account(s) if applicable