



LEON COUNTY CLERK OF COURT
FINANCE DEPARTMENT ON-LINE

**EMPLOYEE WEB ACCESS REQUEST
AND AGREEMENT**

This form must be submitted to Payroll in person by the Requestor.

Employee Name: _____

Employee Social Security Number: _____

Employee Department: _____

Please read the following Terms of Use carefully.

By signing this form, you acknowledge that you have read these Terms of Use and that you accept and will be bound by the terms thereof. If you do not agree to the Terms of Use, you may not use this Web site. Access to this Web site is restricted to those persons who have a valid User ID and Personal Identification Number (PIN) and who have accepted these Terms of Use. Access or attempted access by unauthorized individuals may be subject to disciplinary action. Any use of the Web site is at the sole risk of the user.

While the Clerk's Office has attempted to preserve the accuracy of the online employee information, this information is not official and the Leon County Clerk of Court will not be responsible for any inaccuracies that may be encountered. Only Human Resources and Payroll may provide official records of payroll and employee information

Account Identification and PIN:

You must have a valid User ID and PIN to use this Web site. You are responsible for maintaining the confidentiality of your User ID and PIN and are fully responsible for all activities that occur under your User ID and PIN. You agree to immediately notify us of any unauthorized use of your User ID and PIN or any other breach of the security of your information or this Web site. You will ensure that you exit from your information at the end of each session. Should you need to change your User ID or PIN, you must complete another Employee Web Access Request form.

User ID Assigned: _____ PIN Assigned: _____

Accepted: _____ Date: _____
Employee's Signature

Witness: _____ Date: _____
(Assigning Payroll Employee) Witness's Signature

Keep this form in a secure location. You are responsible for maintaining the confidentiality of this information.