Initiate a Payroll Change Form

Initiate a form by completing the PowerForm Signer Information sheet which can be found on the Downloadable Forms page.

Complete the fields under Your Role. Please visit with your Department Head and College Business Manager if applicable for more information on who should be entered on those fields for approval. If additional department and/or college staff are required to approve the form (i.e. transferring a student from one department to another, using funding from another department/college), you will need to obtain email approval to attach to the form.

Click Begin Signing and when prompted on the next screen, click the check box and Continue.
Complete the form. All fields in red are required and may not be left blank. Enter data in other fields that are relevant. If needed, attach documents by clicking on the paperclip. Upload a file and click **Done**. When form is complete, click **Finish**.
Review and Approval Process

An email will be sent to the approver once an initiator generates a Payroll Change form.

Click on Review Document. Enter NDSU email address and click Continue.
The log-in will route the user to the Central Authentication Service (CAS). Enter username and password (password used is the same as your computer log-in).

Enter your Username and Password

Username:

Password:

I am at a public workstation.

LOGIN

Choose an authentication method

Device: Landline (XXX-XXX-5944)

Call Me

Bypass Code

Enter a Bypass Code

Remember me for 30 days
Review Payroll Change form for accuracy.

If changes are necessary, decline to sign. Click on Other Actions > Decline to Sign and provide explanation. Initiator and all parties who have approved the Payroll Change form will be notified via email.
If no changes are necessary click on **Sign** and **Finish**. An email will be sent to the next approver via DocuSign.

*Approval Flow Chart:*

College ➔ Grad School ➔ Budget Office ➔ HR/Payroll

*The initiator and approvers will be notified by email via DocuSign once the final approval has been processed.*
Saving and Printing a Payroll Change Form

Departments will have the option of saving or printing a copy for their records by following the log-in link provided on the email.
**Action Required** – Forms waiting to be reviewed and approved

**Waiting for Others** – Forms needing to be approved by other departments

**Completed** – Forms approved by all departments (copies to save and/or print)

Clicking on any of the options above will provide a list of forms. Click on an item to view a Payroll Change form.
The item will provide an approval timeline. Click on the Payroll Change form on the top right to save and/or print a copy.