

University of Southern California University Payroll Services

Legacy Payroll/Personnel/Benefits System "PPBS" Access Reset

Use this form if you are unable to login to the Legacy Payroll/Personnel/Benefits System "PPBS" because your login password has expired, or you have forgotten your password.

Glacier: This form may not be used for Glacier access. If you have forgotten your Glacier password, select the "Forgot Password" option on Glacier. If your access expired, you must submit a new "Glacier Access Form" (www.usc.edu/payroll, under "Forms"). For assistance call 213-740-8855.

Complete all fields below and **scan & email to payroll@usc.edu**, or **fax to (213-740-3051)**.

PPBS access reset is handled by ITS – Enterprise Information Systems. We will submit this request to EIW. Please understand we have no control over the access reset to PPBS; generally it will be reset within 24 hours.

NOTE: Access Reset requests cannot be taken over the phone.

Legacy Payroll / Personnel / Benefits System

Reset Payroll Systems access

Name (print legibly): _____

Login ID: **C** _____ email: _____

Department Number: _____ Work Phone: _____

Reset password: _____

(Your new password must be at six to eight characters; 1st character must be upper case; include at least 1 numeric and 1 alpha character).

Your Signature: _____ Date: _____

HR Payroll Analyst or Senior Business Officer approval:

Signature: _____ Date: _____

Form must be signed by both user and by either the HR Payroll Analyst or Senior Business Officer, or the request will not be processed.