**New User Change Request Form**

Please only complete this form if you have already submitted a ‘Payroll Contact Change Request Form’ and have indicated that you require a quote for access to be provided for a new Moorepayhr ADMIN user.

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| **Company Details**  |

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| --- | --- |
| Client Name |  |
| Payroll Reference Number(s) |  |

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| **User Details**  |

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| **New User Name** |  |
| **New User Email Address** |  |
| **Is the user an employee on this payroll?**If ‘No’ please provide the following details:**User’s employment start date****User’s date of birth** |  |
| **Can the new user’s access be copied from another current ADMIN user?****If ‘Yes’ please provide name of user.** Note: we will also copy the user’s position ID, if a different position ID is required please provide details in the Additional Details section (If ‘No’ please answer question 5) |  |
| (Please only answer this question if you have stated ‘No’ to question 4)**Does the user require full ADMIN access to all areas of the system and all employee data?**If ‘No’ please provide details of any functionality or employee restrictions. |  |

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| **Additional Details**  |
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| **Confirmation** |

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| **Name of the Person completing this form** |  |
| **Contact Number** |  |
| **E-mail Address** |  |
| **Date on which the Form is completed** |  |
| **Signature** |  |

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| **Costs (Completed by Moorepay)**  |

**Your quote will be raised within 5 working days upon receipt**

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| **Total Costs (£)**  |  |
| **Comments** |  |

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| **Acceptance of Cost by the Client** |

|  |  |
| --- | --- |
| **Cost Accepted by (Name)** |  |
| **Cost Accepted by (Signature)** |  |
| **Date Accepted on** |  |

Please return this completed Change Request Form to tech.delivery@moorepay.co.uk