

FINANCIAL SYSTEMS

Labor Release Request

Complete form to request the release of payrolls into the Peoplesoft Labor Distribution Module. All fields are required. Up to 8 Payroll End Date/Pay Group combinations can be submitted at one time, however, if the default value of "ALL" is used for Pay Group, all Payroll End Dates must be the same.

Requestor Information:

First Name:

Last Name:

E-mail Address:

Work Phone: () - (999) 999-9999

Agency Number:

Agency Name:

Date of Request: MM/DD/YY

Payrolls to be Released:

Payroll End Date: MM/DD/YY Pay Group:

Enter Pay Group as: SS1, MS1, MH1, SH1, WH1 (etc.) or "ALL" for all Pay Groups.

If "ALL" is entered as the Pay Group, each entry must have the same Payroll End Date.

Please Email to FSSLABOR@sao.ga.gov