

## **New Account Number Established for a UW-L Department**

When your department receives a new funding account number for student payroll purposes, please have the Department Chair or the Dept. Business Representative contact Human Resources informing us of the new account number. HR also needs to be notified as to which departmental supervisor(s) and back-up supervisor would need access to the new account. The required authorization for supervisors to have access to the Student Appointment System will then be submitted to UWPC by Human Resources. The normal turn around time frame time for access in SAS is 2 business days. HR staff will also change any existing appointments, when applicable, in the Student Appointment System to reflect the new funding source.