



QUICK REFERENCE GUIDE:

Managing Vendor Authority

Background:

Vendor authority allows access to a company's payroll information, including employee's Personally Identifiable Information. Carefully maintaining vendor authority for a company is important. The ability to view who has vendor authority for each company is now accessible for users who are inputting payroll.

Roles:

CONTRACTORPAYROLL

Navigation:

Dashboard > Vendor Authority Lookup

1. Click the Vendor Authority Lookup **Search** field press enter
2. Click the link for your **User ID**
3. The User Summary will display all companies for which you have vendor authority (the ability to submit and access payroll for). Click the **Vendor Authority Records** link for any company.
4. The Vendor General Summary contains basic company information, as well as listing all users who have Vendor Authority (ability to submit payroll) for the company.

Next Steps:

If any of the users listed should NOT have vendor authority for a company please send an email to dot.aashtoware@alaska.gov titled "Vendor Authority". The email should include the following for the person for whose vendor authority should be removed: User ID, First Name, Last Name, the company they should no longer have access to.