VIPSD Password
Unfreeze Separate Payslips

sage

Date: _____

Attention: _____ (Consultant Name)

Refer to Case Reference Number:_____

Re: Changing password to authorise unfreezing of Separate Payslips

I, _____ *(Name and Surname)* have requested
that _____(*User Name*) should be given Full Access to unfreeze
Separate Payslips for:

Company number:

_____
_____
_____

I therefore take full responsibility and am aware of the following:

1. Unfreezing of Separate Payslips after payments have been made can result in differences
   between my Payslip and Payment values.
2. Unfreezing of Separate Payslips after payslips have been printed, will result in a difference
   between the values on the Payroll and the Printed Payslips.

Regards

_____ *(Payroll User - Signature)*

_____ *(Payroll User reporting to - Signature)*

Position: _____

Company Name: _____

Site Code: _____

Contact No: _____