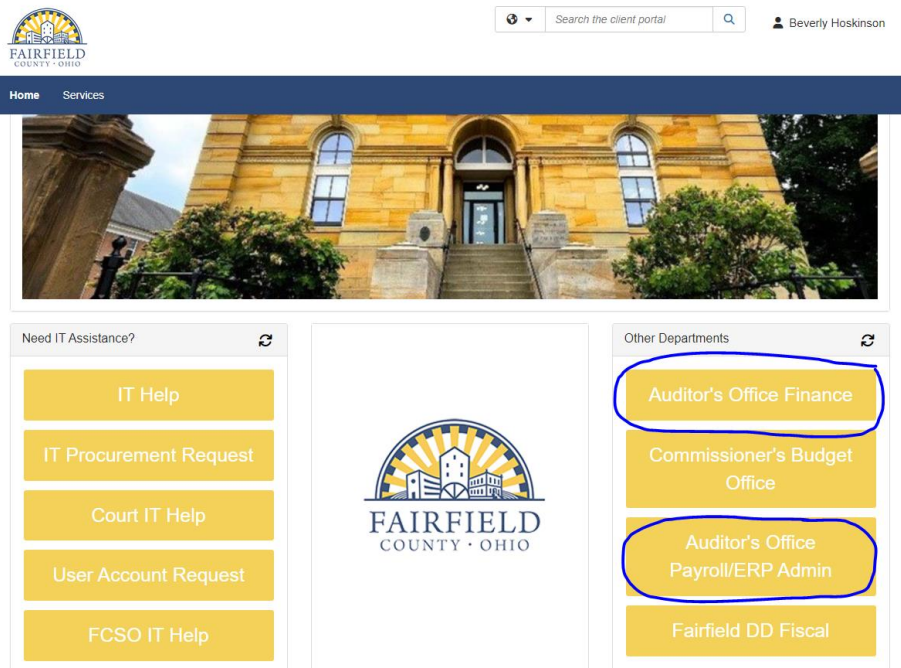


When changes or issues need to be reported using TeamDynamix – [Client Portal Home](#), Auditor’s Office Central Payroll and Finance have two tiles for you to utilize depending on your needs.



Auditor’s Office Finance - Finance Office: 740-652-7040

- Fixed Assets – Submit new fixed asset request, as well as disposal requests
- Vendor Requests/Modifications
- General Service Request
- Purchase Order Modification Request
- Transfer Request
- Settlements Adders & Remitters Request (Treasurer)

Auditor’s Office Payroll/ERP Admin - Payroll Office: 740-652-7050

- Time & Attendance – Badge numbers, time approvals, workflow for approvals, role changes.
- General Payroll - Accrual corrections, detail proofs, direct deposit changes, prior service documentation, vacation lump sum awards.
- Enterprise ERP - ERP user permissions, Position Control changes, reporting, and workflow.
- Employee Self Service – requests for ESS password resets and incidents with log-in.

NOTE: If a ticket is critical and assistance is needed immediately, please follow up the ticket with a phone call to the appropriate department’s main line.