UNIVERSITY OF SOUTH ALABAMA
Employee PAWS PIN Code Reset/J Number Request

Date of Request _____ Employee Number (if known): J _____

Employee's Full Name (Print): _____

Employee's Daytime Telephone Number: _____
(Required in case transmitted information is not legible or complete)

* _____ I am requesting to have my PAWS PIN (login) reset in order to access my PAWS
account. NOTE: Please continue to check PAWS to confirm that your PIN has been reset.

* _____ I am requesting you to disclose my Jag Number (USA Employee Number) to me.
Please email this information to me at my USA issued email address.

_____
Signature

* To authorize either option, you must provide a legible photocopy of a valid ID **with signature**
(driver's license or state non-driver's license ID or passport). Once your PIN has been reset,
follow the instructions for an initial login on PAWS.

Employees:
**Please fax this form to 251-460-7628 or scan the form and ID and email to payroll@southalabama.edu.
Reset of PAWS PIN codes and disclosures of JAG Numbers will be made in 1 business day. If you continue
to need assistance after that, you may call 251-460-7868 or email payroll@southalabama.edu.**