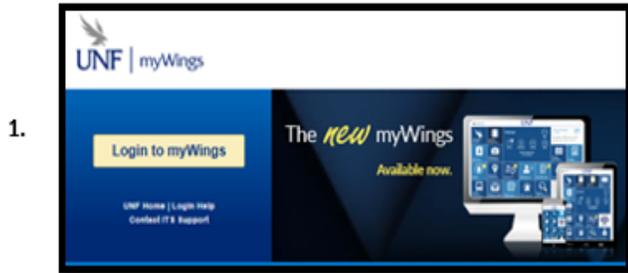# Employees that can accept Credit Card Payments

Login to MyWings and click through each phase shown below:

5) Click on the **Employees that can accept Credit Card Payments** link under **Treasury Office**.

Employee Online Forms

Employee Online Forms is a menu to select and submit a new request.
To make a decision or update a form / request that has already been submitted you will need to go to Online Form Approvals.

Department: All

Finance
Purchasing Card (P-Card)
- Purchasing Card (Cardholder Agreement Form)
- Purchasing Card (Change Request)
- Purchasing Card (New Card Request)

Human Resources
Employment
- Recruit on a Vacant Line Request (Vacancy Pool)

Records
- Enrollment Verification by Staff
- Term Forgiveness Request
- Transcript Re-Evaluation Request

Treasurers Office
- Employees that can accept Credit Card Payments

[Main Menu]

RELEASE: 6.2

6) Select the Department and click the **Next** button.

7) Indicate if your department still accepts credit card payments and click next.
   *NOTE: If "No" go to step 9.

8) Enter the Number of Employees that can accept credit card payments and click the **Next** button.
   NOTE: Include yourself in the count if you are one to the people that can accept credit card payments for the selected department.

9) Enter the Employee IDs that can accept credit card payments.
   *NOTES:
   a. You can use the search by click on the (🔍) next to each field if you don't know their N#.
   b. Enter in all Banner ID's and don't forget your own, if you handle cardholder data.

Employees that can accept Credit Card Payments

Michelle Godoy,
This form is used by Supervisors/Managers to provide a list of employees that are allowed to accept credit card payments.

Department Information
You will need to submit one for each department you are the manager for every six months.

Select Department: Treasury Department ▼

Submitted By: N00174212
          Michelle Godoy

Employee Information

Do you still accept credit card payments: Yes ▼

How Many Employees can accept credit card payments: 2 ▼ 👤

Enter Each Employees ID (N#) below: (From top down, leaving the unneeded blank ones at the bottom)

Employee # 1: N00174212 🔍
Employee # 2: N00053208 🔍
Employee # 3: [   ] 🔍
Employee # 4: [   ] 🔍
Employee # 5: [   ] 🔍

10) Click Submit at the bottom of the form.

Select Action/Reason if requested. Then click the "Submit" Button.

[Submit]   Submit your request.

[Employee Online Forms for Treasurers Office]

RELEASE: 6.2

11) You will get a confirmation message letting you know that the form was completed.
    *NOTE: If you have more than one department make sure to repeat the process for the other departments.

Employees that can accept Credit Card Payments

✔ Your have completed this from.

✔ Your request was submitted.

You can find all your request(s) and their status under UNF Administrative Applications in **Online Form Approvals**.

[Employee Online Forms for Treasurers Office]

RELEASE: 6.2