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**DATE:** February 4, 2021  
**TO:** Outside Districts  
**FROM:** Pierce County Finance  
**RE:** District Personnel Change Memo

This memo is intended to be a useful tool when your district has personnel changes and you need to communicate with Pierce County about these changes. With each change request, provide the employee's full name, email address, job title, and phone number.

**Workday User Request Form** (Tech) – To add or remove access to Workday Financials, the User Request Form and Exhibit B can be found on the Pierce County Finance webpage under District Portal and Quick Links. Email the completed form to [WorkdayFinancials@piercecounitywa.gov](mailto:WorkdayFinancials@piercecounitywa.gov).

**KeyBank Warrant Account Signature Cards** (Banking) – Email [PCTreasury@piercecounitywa.gov](mailto:PCTreasury@piercecounitywa.gov) to add or remove employees as an authorized warrant account signer. This change may require a copy of a board resolution or official minutes. Applies only to Districts with a separate and unique warrant account. Contact: Katie Betrozoff 253.798.7459

**KeyNavigator** (Banking) – Email [PCTreasury@piercecounitywa.gov](mailto:PCTreasury@piercecounitywa.gov) to add or remove access to district warrant images online. Applies only to Districts with a separate and unique warrant account. Districts are limited to two users. Contact: Katie Betrozoff 253.798.7459

**Authorization Forms** (Revenue) Investment, ACH, Funds Transfer – Request these forms by emailing [PCTreasury@piercecounitywa.gov](mailto:PCTreasury@piercecounitywa.gov) to add or remove personnel to initiate investments, bank ACH transfers, and Workday interfund transfers. Contact: Jim Block 253.798.7457

**Impact Fee Report** (Accounting) – email [PCAccounting@piercecounitywa.gov](mailto:PCAccounting@piercecounitywa.gov) to add or remove recipients for these monthly reports. Contact: Karen Shiles 253.798.7552

**Investment and Debt Reports** (Revenue) – email [PCTreasury@piercecounitywa.gov](mailto:PCTreasury@piercecounitywa.gov) to add or remove recipients for these monthly reports. Contact: Jim Block 253.798.7457

**Treasurer's/School Report** (Revenue) – email [PCTreasury@piercecounitywa.gov](mailto:PCTreasury@piercecounitywa.gov) to add or remove recipients for these monthly reports. Applies to School Districts only. Contact: Katie Betrozoff 253.798.7459