

Please return the completed and signed application to Human Resources

User Information

CWID: _____ Name (Last, First, MI): _____ E-mail address: _____

Department: _____ Job Title: _____ Extension: _____

Requested Access

UNIVERSITY USERS

To which department(s) or node(s) do you need to add or remove access: _____

Please indicate the type of access being requested.

Remove All HR Access

Add Delete Modify

Department Roster (Includes salary information) – **Budget Manager Signature:** _____

Department Roster (without salary information)

Update “Reports to” in Department Roster (Includes salary information)

Major Area Budget Manager access (Includes salary information)

HR/Payroll Simpler Reporting (Includes salary information)

Student Hire Module and Student Department Roster

Faculty Hire Module – *Select:* Faculty Info Only Originator Access Approver Access

Separation only email notification

New Hire/Separation email notification

Other (Requires detailed explanation in Reason for Request section below)

CORE HUMAN CAPITAL MANAGEMENT USERS

Desired action: **Add Modify Delete** access to the following:

HR Compensation/Employment Access – *HR staff only* (Update)

HR Benefits Access – *HR staff only* (Update)

HR Employee Relations Access – *HR staff only* (Update)

HR Access – *HR Executive staff only* (Inquiry Only)

HR Access – *HR staff only* (Inquiry Only without salary)

HR Intern Access – *HR student staff only* (Personal & Job Entry, no salary)

HR Temp Access – *HR staff only* (Personal Data Entry without salary)

Student Employment Access – *Student Employment staff only*

Student Work Study Info Inquiry – *Student Employment/Financial Aid use only*

Name Change Report – *HR and Registrar staff only*

Insurance and Risk Access – *Insurance & Risk staff only*

Driver Module User Access – *Insurance & Risk staff only*

Labor Distribution (Finance Systems) Access – *Finance staff only*

Labor Distribution (Finance Systems) Access – *Finance staff only* (no salary)

Job Summary Access – *Finance Credit Card staff only*

General Accounting Lead Access – *Accounting staff only*

General Accounting Staff Access – *Accounting staff only*

Office of Financial Planning Access – *OFP staff only*

Payroll Lead Access – *Payroll staff only*

Payroll Technician Access – *Payroll staff only*

Card Services Access – *Card Services staff only*

Equal Opportunity Access – *EO staff only*

Raiser’s Edge Update – *Advancement Records staff only*

Helpdesk Page – *IT staff only*

Reason for Request

Please explain the access you are requesting and for what purpose.

User Agreement & Access Approval

By signing this form, I acknowledge that I have read and agree to adhere to the PeopleSoft Statement of User Responsibility and HR Confidentiality Agreement.

User: _____

Date: _____

Supervisor: _____

Date: _____

Print Name: _____

Human Resources: _____

Date: _____

Print Name: _____

EIS Security Administrator: _____

Date: _____

Print Name: _____

PEOPLESOFT STATEMENT OF USER RESPONSIBILITY

This statement of responsibility regarding the use of data contained within the PeopleSoft systems for finance, human resources, and student administration must be read and agreed to by the end user prior to the granting of access to those systems.

I understand that I will be violating the University's policies and state and federal law if I gain or help others gain unauthorized access to the PeopleSoft system for finance, human resources, and student administration. I acknowledge that neither I nor anyone else possesses the authority to allow anyone to use my NetworkID or password.

I understand that if I violate the University's policies and state and federal laws by gaining or helping others gain unauthorized access to these systems, I will be subject to University disciplinary action and criminal prosecution to the full extent of the law.

By logging on to these computer systems, I acknowledge my responsibility for strictly adhering to University policy and state and federal law. I am also aware that penalties exist for unauthorized access, unauthorized use, or unauthorized distribution of information from these systems.

I agree further not to attempt to circumvent the computer security system or attempting to use any transactions, software, computer files, or resources that I am not authorized to use. Any information downloaded from these systems and transported on portable devices (laptops, thumb drives, etc) will be encrypted.