Purpose and Instructions
To request or make changes in security access of the Human Resource/Payroll modules of PeopleSoft. This form must be typed or printed in ink. Users must be trained in PeopleSoft HR and/or Payroll prior to receiving access.

Complete this form to add access for a new user who is responsible for HR/Payroll, delete access for an employee who is no longer responsible for HR/Payroll, or change access from one department to another when an employee transfers positions. When an employee transfers both departments are responsible for completing and signing this form.

User Name (Last, first, middle initial)

Home Department Code

Campus/Business Unit

Home Department Name

Reason For Request
Prepare PAFs
Input Payroll/Paid Time Off (Time & Labor)
Other, Explain

PeopleSoft HR/Payroll (Time and Labor) Roles Requested (HR use only)

Department Access Requested

Department Code(s)

Action Requested
(check one)

Time Keeper Access
(type Y if Yes)

New Addition Deletion

New Addition Deletion

New Addition Deletion

New Addition Deletion

New Addition Deletion

User Acknowledgement
I understand any access given me is for University purposes as part of my job responsibilities. I am responsible for exercising due care to protect this information from unauthorized disclosure by safeguarding my password(s) and ensuring the data I obtain is disseminated only through approved University channels. Unauthorized access and use/dissemination of data are serious offenses, which may be subject to discipline.

User Signature (required)

Date

Access Authorization

Director or Department Chair Signature

Date

Vice Provost/Vice Chancellor

Date

HR Use Only

Vice Chancellor, Human Resources, Equity and Inclusion

Date Trained: HR and Payroll Modules

Date Trained: PAF Processing

Send this completed and signed form to Human Resources