# SECURITY ACCESS PROCESS FOR PEOPLESOFT HR AND PAYROLL

**Purpose:** To create, delete or change access levels in PeopleSoft Human Resource/Payroll Modules.

**Forms Needed:** Security Access Form with appropriate signatures.

**Prerequisite:** Training
1. Complete Security Access Form, obtain proper signatures and submit to HR.
2. Contact Marcia Lane in HR to schedule a time for PeopleSoft HR/Payroll training
3. After the form has been received and training is complete, HR will request access.
4. New users will get an email notification that their access has been granted.
   They may then access PS HR reporting database.

# PeopleSoft HR/Payroll
## Security Access Request/Change Form

**User Name:** Write the last name, first name and middle initial

**EmplID:** Enter the 8-digit, numeric employee identification code within PeopleSoft, assigned to the employee listed in Field #1.

**Home Department Code:** A department code is a unique alpha code, which identifies a specific department that has fiscal, programmatic and administrative responsibilities. For example, the Human Resource Services Department has the department code of RHUMNRES. The user may either enter the PeopleSoft department code(s) or a node, single code that encompasses many sub-codes.

**Campus Business Unit:** Enter the five-character code that identifies the employee's home campus/business unit for the appointment reflected on the PAF (i.e., Rolla campus = ROLLA).

**Home Department Name:** Enter the name of current home department.

**Reason for Request:** Check all boxes that apply. If the reason is not listed, please check "Other" and describe.

**PeopleSoft HR/Payroll (Time and Labor) Roles Requested (HR use only):** HR will determine the appropriate security roles based on information from the request and complete this section.

## DEPARTMENT ACCESS REQUESTED

This access allows the user to **view** data in the Human Resource/Payroll Modules of PeopleSoft for employees in the departments listed.

1. **Department Code(s):** Enter the PeopleSoft alpha department code.
2. **Action Requested:** Check the box that indicates if this access level is new, needs to be added or should be deleted.
3. **TimeKeeper Access:** Type a Y if the employee will be responsible for input or verification of payroll for that department.

**NOTE:** Employees with TimeKeeper access are provided access to PeopleSoft HR/Payroll panels for the same division/department.

## USER ACKNOWLEDGEMENT

The user must read and sign this acknowledgement.

## ACCESS AUTHORIZATION

Director or Department Chair and Vice Provost or Vice Chancellor's approval is required for any access granted.

## HR USE ONLY

Human Resource Services will approve the request and will document the employee was trained on the Human Resource/Payroll modules and/or PAF processing.