

Missouri S&T

PeopleSoft HR PRD Security Access Request/Change Form

PURPOSE AND INSTRUCTIONS				
To request or make changes in security access of the Human Resources, PS HR PRD module.				
Complete this form to add access for a new user (employee), delete access for a user who no longer needs the access, or to change access for a user whose duties or department has changed. When a user transfers, both departments are responsible for completing and signing this form				
User Name (Last, first, middle initial)			Employee ID	
Home Department HR DeptID	Campus/Business Unit ROLLA		Home Department Name	
Reason For Request ePAF Initiator T&L TimeKeeper Department eRecruit access Other-explain- _____				
ePAF approver roles requested (division/fiscal managers only) _____ _____				
HR DEPT ACCESS REQUESTED (examp t e RCOMPSCI)	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	
	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 / Department Chair Signature			Date	
Vice Chancellor / Vice Provost / Division Head Signature			Date	
HR Use only				
Human Resources Signature				

Send this completed and signed form to Human Resources