

# Missouri S&T

## PeopleSoft HR PRD Security Access Request/Change Form

PURPOSE AND INSTRUCTIONS				
<p>To request or make changes in security access of the Human Resources, PS HR PRD module.</p> <p>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.</p> <p>When a user transfers, both departments are responsible for completing and signing this form</p>				
User Name (Last, first, middle initial)			Employee ID	
Home Department HR DeptID	Campus/Business Unit ROLLA		Home Department Name	
<b>Reason For Request</b> ePAF Initiator    T&L TimeKeeper    Department eRecruit access    Other-explain- _____				
<b>ePAF approver roles requested (division/fiscal managers only)</b> _____ _____ _____				
HR DEPT ACCESS REQUESTED (examppte 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				
<p>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.</p>				
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