

To request access, please complete this form, obtain the appropriate approval, scan and submit online to PS_HRMS_SECURITY

Requestor Name:	<input type="text"/>	Empl ID:	<input type="text"/>
Title:	<input type="text"/>	AU NetID	<input type="text"/>
Department:	<input type="text"/>	Dept ID:	<input type="text"/>
Email Address:	<input type="text"/>	Phone:	<input type="text"/>

Access Request:

<input type="checkbox"/> Add – Add access as defined below for this user	<input type="checkbox"/> Delete – Delete access as defined below for this user.
Effective Date: <input type="text"/>	Effective Date: <input type="text"/>

Access Specifications:

Please identify the department level access required for this user.

<input type="checkbox"/> Access by College/Administrative Unit	<input type="checkbox"/> Access by Department (s)
College/Administrative Unit Name: <input type="text"/>	Department ID(s): <input type="text"/>

Please Identify the role(s) requested for this user.

- ePAR Originator** Allows access to view limited employee data and originate personnel transactions.
- ePAR Approver** Allows user to be added to approval process.
- Recruitment User/Hiring Manager** Allows user to originate and view job openings.
- Faculty Promotion & Tenure Data Entry** Allows user to create/update Promotion & Tenure Cases.
- Faculty Chair Assigned Effort** Allows user to add/update Faculty Chair Assigned Effort.
- Dean's Office Staff** Allows user to add/update faculty & staff education, licensure, and membership data (*available only to Dean's Office Staff members*).
- Department Leave Accrual Report** Allows users to access the Departmental Leave Accrual Report.
- Faculty Reports** Allows users to access AU Faculty Reports.
- Position Data View** Allows users to view position data (*available only to Departmental Managers*).
- Job Data View** Allows users to view job data (*available only to Departmental Managers*).
- Budget Data View** Allows users to view position funding data (*available only to Departmental Managers*).
- Scheduled Query Access** Allows users to view reports that are scheduled for automatic delivery.

Please identify Additional Access Requested:

Department Approval for Access Request (PS HRMS V9.1 Department Access Approvers)

Approver Printed Name: <input type="text"/>	Phone: <input type="text"/>
Approver Signature: <input type="text"/>	Date: <input type="text"/>

Human Resources Use Only

HR Approval: <input type="text"/>	Date: <input type="text"/>
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