



PEOPLESOFT - HUMAN RESOURCES SYSTEM

REQUEST FOR: NEW USER ACCESS
 CHANGE OF ACCESS

Employee Name: _____

Campus ID: _____ Employee ID: _____ Panthercard #: _____

Campus Email: _____ College or VP Area: _____

Campus Phone: _____ Dept. Name or Number: _____

Human Resources Security Access:

Please indicate the functions required:

- Department Inquiry
- Manage Faculty Events
- ePAF Initiator or Reviewer
- ePAF Final Approver
- Time Entry (S/A & Temps)
- NE Time Entry Initiator
- NE Time Entry Approver

Please list all speedtypes or department numbers needed for access. (If you have multiple speedtypes or departments associated with a single business unit for which you need total access, you may just list the business units)

Other changes requested: _____

Departmental Signature of Approval: ** _____ **Date:** _____

Admin. Officer Signature of Approval: _____ **Date:** _____

HR Payroll Signature of Approval: _____ **Date:** _____

Approved: Yes No Comments: _____

Notes: ** Departmental Signature of Approval is not required by the Spectrum Office; however, it may be required by some Colleges and/or VP units.

Please send completed form to HR Payroll/HRIS Dept. 1 Park Place Suite 344, P.O. Box 3982 or FAX: 404-413-3301. The employee will be notified in 2-3 business days by phone or email of the completion of their security setup.

For HR use only:

Department #'s: _____

Business Units: _____

Changes made: _____ Date: _____

Signature of person making PSHR changes