

Missouri S&T

PeopleSoft HR/Payroll Security Access Request/Change Form

PURPOSE AND INSTRUCTIONS				
<p>To request or make changes in security access of the Human Resource/ Payroll modules of PeopleSoft. This form must be typed or printed in ink. Users must be trained in PeopleSoft HR and/or Payroll prior to receiving access.</p> <p>Complete this form to add access for a new user who is responsible for HR/Payroll, delete access for an employee who is no longer responsible for HR/Payroll, or change access from one department to another when an employee transfers positions. When an employee transfers both departments are responsible for completing and signing this form</p>				
User Name (Last, first, middle initial)			Employee ID	
Home Department Code	Campus/Business Unit		Home Department Name	
Reason For Request Prepare PAFs Input Payroll/Paid Time Off (Time & Labor) Other, Explain _____				
PeopleSoft HR/Payroll (Time and Labor) Roles Requested (HR use only) _____ _____				
DEPARTMENT ACCESS REQUESTED				
Department Code(s)	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 or Department Chair Signature			Date	
Vice Provost/Vice Chancellor			Date	
HR USE ONLY				
Associate Vice Chancellor, Human Resource Svcs, Affirmative Action, Diversity & Inclusion		Date Trained: HR and Payroll Modules		
		Date Trained: PAF Processing		

Send this completed and signed form to Human Resource Services