

System Access Authorization for Human Resources

Add	Delete	Name (Last, First)	Username	Position	Department	Extension

	HR_ACADEMIC_ADMIN	HR_DEPT_QUERY	HR_EPAF_APPLY
	HR_GRANTS_QUERY	HR_HR_APPLICANT_QUERY	HR_HR_APPLICANT_UPDATE
	HR_HR_BENEFITS	HR_HR_BENEFITS_QUERY	HR_HR_BENEFITS_SUPER
	HR_HR_CLASS_ANALYST	HR_HR_CLASS_ANAL_QUERY	HR_HR_DIRECTOR
	HR_HR_EMPLOY_COORDINATOR	HR_HR_EMPLOY_COORD_QUERY	HR_HR_EXPERIENCE_QUERY
	HR_HR_EXPERIENCE_UPDATE	HR_HR_MANAGEMENT	HR_HR_MEDICAL_QUERY
	HR_HR_MEDICAL_UPDATE	HR_HR_MISC	HR_HR_NON_MGMT_STAFF
	HR_HR_RECORDS_QUERY	HR_HR_RECORDS_SPECIALIST	HR_LEAVE_REPORTS_MAINT
	HR_PAYROLL_DEPT_TIME_ENTRY	HR_PAYROLL_GENERAL	HR_PAYROLL_OPERATIONS
	HR_PAYROLL_REPORTS	HR_PAYROLL_SUPERVISOR	HR_PAYROLL_TAX_PROCESS
	HR_POSITION_CONTROL_UPDATE	HR_PR_LABOR_DIST_REPORTS	HR_SALARY_PLANNER
	HR_SECURITY	HR_SELF_SERV_TIME_ENTRY_MAINT	HR_TIME_ENTRY_MAINT
	PAYROLL_DEPT_QUERY		

List Org Numbers if entering Time Entry

CONFIDENTIALITY STATEMENT

I understand that the following information may not be released, verbally or in writing, to ANY unauthorized person as mandated by the Privacy act of 1974:

Grades, grade point average, class rank, academic dismissal, hours attempted earned or transferred, student account balances, financial aid received or pending, employment status or employer, disciplinary action or law enforcement records, personal counseling records, medical records, student numbers or social security numbers.

I further understand that falsifying or otherwise altering information, either within a student or employee files or the university's database, is a violation of university policy, and federal regulations. The sharing of passwords or allowing others to perform work using your password is prohibited. Students and/or employees who violate university policy are subject to disciplinary actions up to and including dismissal.

Signature of User

APPROVALS

Department Head

Date

Module Manager

Date

Administrative Computing

Date Completed