

**California State Polytechnic University, Pomona
PeopleSoft - HCM
User Access Request Form**

Requestor's Name (Must be HEERA Manager) :				
Title				
E-Mail :		Phone Extension :		
ACCESS				
Request the Following Access: Access must be the same for ALL USERS listed on this form.				
Check One: <input type="checkbox"/> Add Access <input type="checkbox"/> Modify Access <input type="checkbox"/> Delete Access				
Effective Date : <input type="checkbox"/> Emergency Request (can not wait 5 days)				
Campus Community		Central Processing		Technical
<input type="checkbox"/> Query <input type="checkbox"/> Reporting <input type="checkbox"/> Temporary Faculty Processing <input type="checkbox"/> Attendance Coordinator <input type="checkbox"/> Academic Department Attendance		<input type="checkbox"/> Administrative Data Unit <input type="checkbox"/> Affirmative Action <input type="checkbox"/> Benefits <input type="checkbox"/> Budget (PM, LCD) <input type="checkbox"/> Employee Data (Display Only) <input type="checkbox"/> Employment <input type="checkbox"/> Enterprise Learning <input type="checkbox"/> Faculty Affairs <input type="checkbox"/> Financial Aid <input type="checkbox"/> Payroll		<input type="checkbox"/> Application Admin <input type="checkbox"/> Developer <input type="checkbox"/> DBA <input type="checkbox"/> Help Desk <input type="checkbox"/> PeopleSoft Admin <input type="checkbox"/> Security Admin
<input type="checkbox"/> Other (Please describe):				
USER(S) *				
Employee Name (Last Name First)	Department Access (5-digit Dept ID) – List all that apply	For HRIS Use Only		
		User ID	DAC	DP List
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
* A Data Access and Confidentiality Form (DAC) must also be signed and on file in HRIS for each of the above users.				
REQUESTOR APPROVAL				
Requestor's Signature		Date		

◆ Please return this completed form to Patricio Beltran (ex: 2238) in Administrative Affairs Information Systems (AAIS), (Building 98, Room B1-35). Allow five working days for this request to be processed.

For Internal Use Only (Do not write in this box)	
DAC <input type="checkbox"/> Training <input type="checkbox"/> Payroll Copy <input type="checkbox"/> HelpDesk Instructions: Standard Access <input type="checkbox"/> Addendum <input type="checkbox"/>	
HRIS Approval	Date
Requestor Notified <input type="checkbox"/>	
Security Administrator Approval	Date