



**California State University, Fullerton
Common Management System (CMS)
Human Resources Access Request Form**



Human Resources Core/Central Roles	
<input type="checkbox"/> Benefits	<input type="checkbox"/> Payroll
<input type="checkbox"/> CMS HR Production Support	<input type="checkbox"/> Other:
<input type="checkbox"/> Faculty Affairs and Records	<input type="checkbox"/> Other:
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Other:

I certify that I have read, understood and agree to follow the Access and Compliance form which I signed when I was hired.

Employee Signature _____ Date _____

Approvals (to be obtained by the employee)

	Print Name	Signature	Date
Immediate Supervisor or Department Chair	_____	_____	_____
Division HR Manager *Role 3 only	_____	_____	_____
Dean or AVP or Division Head or Designee	_____	_____	_____

**Please forward to CMS Project Office, CP-830.
The CMS Project Office will obtain remaining approvals below.**

Custodian of Records Signature (for PTF) _____ Date _____

Custodian of Records Signature (all) _____ Date _____

ISO Signature _____ Date _____

For CMS Use Only			
CMS HR Business Analyst Approval (for core/central requests)	Date		<input type="checkbox"/> Distribution List <input type="checkbox"/> LearnerWeb <input type="checkbox"/> Register Email <input type="checkbox"/> Master File