



Employee Information

First Name: _____ Last Name: _____
 Campus Wide ID: _____ Campus E-mail: _____
[CWID Lookup](#)
 Department Name: _____ Division: _____ Campus Extension: _____
 Permanent Temporary If Temporary, List Appointment End Date: _____
 Faculty Staff Management Student Contractor or non-CSUF employee

Account Action Request (check all that apply) New Modify Disable

Reason for access: Primary Dept User Backup Dept User Other (state reason)

Please select the necessary role(s) below. **Note:** the corresponding CMS distributed roles will be selected automatically.

Dept User (role 1) Dept User (role 2) Custom Role (role 3) *Requires Division HR Coordinator approval
 Dept Responsible Person (Chair/Director) (role 4) College/Unit HR Manager (role 5)
 College/Unit Head (Dean, AVP, Assoc/Asst Dean) (role 6) Division HR Manager (role 7)

Human Resources Distributed Roles

Student Appointments Processing Staff/MPP Roster LAPP/Staff/Faculty/Student Roster for MPP
 Receives Confirmation Tickets via Email CWID Search
 List DeptID(s): Query (run only)
 Employee Funding and Dept Position Rosters
 Student Time Reporting LCD Reports (Labor Expense, Salary Expenditures & Projections and Salary Expenditures History Page)
 List all DeptID(s) for which user will report student time Funding Department Roster

Student Job Roster Staff/MPP/Faculty Time Reporting
 PTF Appointments/Contract Processing List all DeptID(s) for which user will report staff/MPP/faculty time
 PTF Approval
 Faculty Roster

<input type="checkbox"/> Entire Division Access Click here for list List Division to which user is requesting access	<input type="checkbox"/> Department Access Click here for list List <u>all</u> DeptID(s) or nodes to which user is requesting access
<input type="checkbox"/> Entire College Access Click here for list List College to which user is requesting access	

