CALIFORNIA STATE UNIVERSITY FULLERTON

California State University, Fullerton
Human Resources Access Request Form

Employee Information

Employee ID: (CWID)   123456789

Campus E-mail: wsmith@fullerton.edu

First Name: Will

Last Name: Smith

Department Name: Information technology

Department ID: 12345

Title: Guru

Campus Extension: 1234

Division: IT

Appropriate Administrator:

☐ Permanent   ☐ Temporary   If Temporary, List Appointment End Date:

☐ Faculty   ☐ Staff   ☐ Management   ☐ Student   ☐ Other

Account Action Request (check all that apply)   ☐ New User   ☐ Existing User   ☐ Change Department

Types of access: ☐ Distributed User   ☐ Central User

Human Resources Distributed Roles

Add	Remove		Add	Remove	
☐	☐ Student Appointment Processing		☐	☐ Staff/MPP Roster	
☐	☐ Receives Confirmation Tickets via Email		☐	☐ LAPP/Staff/Faculty/Student Roster for MPP	
☐	☐ Student Time Reporting		☐	☐ CWID Search	
☐	☐ Student Job Roster		☐	☐ Query (run only)	
☐	☐ PTF Appointments/Contract Processing		☐	☐ Employee Funding and Dept Position Rosters	
☐	☐ PTF Approval		☐	☐ LCD Reports (Labor Expense, Salary Expenditures & Projections and Salary Expenditures History Page)	
☐	☐ Faculty Roster		☐	☐ Funding Department Roster	
			☐	☐ Staff/MPP/Faculty Time Reporting.	

DeptID(s) or nodes to which user is requesting access

Human Resources Core/Central Roles

Add	Remove		
☐	☐ Benefits	☐ Others:	
☐	☐ Payroll		
☐	☐ CMS HR Production Support		
☐	☐ Faculty Affairs and Records		
☐	☐ Human Resources		

SAMPLE

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

Employee Name _____ Date _____

☐ I certify that this access is appropriate for this individual's duties and responsibilities.

Administrator Name: _____ Date _____

	Name	Date
Initiator:	Kerry Boyer	10/26/2009
Business Analyst :		
Trainer:		
ISO Admin Analyst :		
Security Admin :		

Comments	Approval Status: Pending

CISO Signature _____ Date _____