

## Oracle HRMS Access and Signature Authority Request Form

<b>User Information</b>		Access Start Date	
Name		CSU ID	
E-mail address		Campus Phone	

<b>Oracle Access</b>			
<b>Function Requested</b>		<b>Departments to Access</b>	
Full Access		Timeclock Only	
Query Only		Perf Eval	
Leave Module Only		Vista Plus	

**Reason for Access**


If requesting **timeclock** access:

Timeclock	Account No.	Project Name

### Signature Authority – Available with Full Access Only

Signature authority permits a user to approve personnel actions initiated in Oracle for specific employee groups. If the user is being granted this authority for Faculty/AP actions, this form must be signed by the department head **and** the appropriate Vice President. If the user is being granted this authority for any other employee group, the department head must sign the form.

**This employee may approve personnel actions for the following employee groups:**

Faculty and Admin Professional	Graduate Assistant	Other Salaried
State Classified	Non-Student Hourly	Associates

I understand that the data contained in the Human Resource Management System is confidential. I also understand that the access I am requesting is for my use in performing my job duties and responsibilities. Therefore, I agree that my user ID and password will not be shared with other persons, and that I am responsible for any accesses logged against my user ID. I understand that failure to keep my ID and password private and/or secure may result in the termination of my ability to access the on-line Human Resource Management System.

Employee Signature	Date	Department Authorizing Signature	Date
HRS Authorizing Signature	Date	VP/Provost Authorizing Signature	Date
		(For signature authority request only)	

**Please Mail to: HR Data Systems 6004 / 555 S. Howes, Suite 213**

<b>For HRS Use Only</b>		
Approved	User ID	Date