

HR System Access Request Form

HUMAN RESOURCES

User Information

Name

eName

Oracle HR System Roles

See <http://www.hrs.colostate.edu/hr-liaisons/hr-system-access-levels.html> for system role descriptions.

Read/Write

Leave Management

State Classified
Performance

I-9 Completer (Equifax)

Query Only

Cell Phone Allowance

Time Clock Approval

Time Clock Plus
Department HR

Approval Authority (Assignment Changes, New Assignments and Hires)

Faculty and
Admin Pro

State Classified

Graduate
Assistant

Non-Student
Hourly

Other Salaried

Departments (Numbers and Names)

Justification for Access

User Agreement

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 online Human Resource Management System and/or the data it contains.

Employee Signature

Date

HR IS Initials

Date

Department Authorizing Signature

Date

Printed Name

VP/Provost Authorizing Signature
(required for Faculty/AP Approval Authority and
Time Clock Plus Department HR roles only)

Date

Printed Name



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