

## SDSU HCM ACCOUNT ACCESS REQUEST

**Instructions:** print this form, complete, sign and forward to Human Resources Information System (HRIS) at MC 1625 or FAX to 594-2841  
 To obtain access to PeopleSoft, a system containing confidential information, you must agree to comply with the following:

1. Account access to confidential information is for legitimate, work-related business only.
2. When accessing the system, you will use your own account and password and never share your password with anyone.
3. Passwords must be a min. 8 chars, with at least one numeric, one alphabetic, and one special character; Expires in 60 days.

<b>Proposed Account Holder Name</b> (Name of person using the Account)	<b>Red ID</b>	<b>E-Mail</b>	<b>Phone</b>
<b>Justification</b> (Required when requesting access to confidential information*)		<b>Type of Request</b>	<input type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Change</b> <input type="checkbox"/> <b>Cancel</b>

<b>HCM Web Home – Basic Access</b>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">DEPARTMENT (Row) LEVEL SECURITY</th> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Department ID: (Same as GL ORG)</i></td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	DEPARTMENT (Row) LEVEL SECURITY		<i>Department ID: (Same as GL ORG)</i>					
DEPARTMENT (Row) LEVEL SECURITY												
<i>Department ID: (Same as GL ORG)</i>												
<b>Add</b>	<b>Remove</b>	<b>Add</b>	<b>Remove</b>									
<input type="checkbox"/> <b>Application</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Self-service Payroll</b>	<input type="checkbox"/>									
<input type="checkbox"/> <b>Self-service Benefits</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Self-service Personal Info</b>	<input type="checkbox"/>									

**Note:** \* Any request for access beyond the basic-level, requires Lead's approval.

<b>Benefits – Lisa Winters, Lead</b>				<input type="checkbox"/> <b>TAC Recruitment*</b>	<input type="checkbox"/>
<b>Add</b>	<b>Remove</b>	<input type="checkbox"/> <b>HR WFA Employee Review*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>TAC Set-up*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Benefits Administrator*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>HR WF Administrator*</b>	<input type="checkbox"/>	<b>Time and Labor – Lisa Winters, Lead</b>	
<input type="checkbox"/> <b>Benefits Manager*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>HR Job Data*</b>	<input type="checkbox"/>	<b>Add</b>	<b>Remove</b>
<input type="checkbox"/> <b>Benefits Setup EE Data VO*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>IB Broker View Only*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>TLB Dept Mgr Proxies*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Benefits Setup HRMS*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Translate Table Viewer*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>TLB Payroll Functional User*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Benefits Setup HRMS VO*</b>	<input type="checkbox"/>	<b>Labor Cost Distribution – Crystal Little, Lead</b>			
<input type="checkbox"/> <b>Benefits Setup Payroll*</b>	<input type="checkbox"/>	<b>Add</b>	<b>Remove</b>	<input type="checkbox"/> <b>TLB Setup*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Benefits Setup Payroll VO*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>LCD Budget Director*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>TLB Setup View Only*</b>	<input type="checkbox"/>
<b>Human Resources – Alicia Hokinson, Lead</b>		<input type="checkbox"/> <b>LCD Reports*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>TLB Time Keeper Manager*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>HR Analyst*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>LCD Setup &amp; EE View Only*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>TLB Self Service Webclock*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>HR Analyst Data Entry*</b>	<input type="checkbox"/>	<b>Position Management – Crystal Little, Lead</b>			
<input type="checkbox"/> <b>HR Analyst View Only*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>PM Manager*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>TLB Self Service Time Sheet*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>HR Benefit View Only*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>PM Reports* (Fill in Dept above)</b>	<input type="checkbox"/>	<b>Workforce Dev - Jill Tavalazzi, Lead</b>	
<input type="checkbox"/> <b>HR Foundation*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>PM View Only*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>WFD Functional User*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>HR Foundation View Only*</b>	<input type="checkbox"/>	<b>Query – Alicia Hokinson, Lead</b>			
<input type="checkbox"/> <b>HR PeopleTools*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Query Standard*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>WFD Functional User Senior*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>HR Personal Data View Only*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Query CIRS Audit*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>WFD View Only*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>HR Security View Only*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Query ID Load Access*</b>	<input type="checkbox"/>	<b>Oracle Database Acct. – Cyndie Winrow, Lead</b>	
<input type="checkbox"/> <b>HR Student View Only*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Query Manager*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Security Administrator*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>HR Tech*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Process Monitor View Only*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Security Administrator VO*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>HR Temp Faculty*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>Process Monitor View All*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>PeopleTools DBAs*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>HR Temp Faculty Admin*</b>	<input type="checkbox"/>	<b>Talent Acquisition – Catherine Love, Lead</b>			
<input type="checkbox"/> <b>HR Temp Faculty Dean*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>TAC Hiring Manager*</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>PeopleTools Developer*</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>HR View Only*</b>	<input type="checkbox"/>	<b>Oracle Database Acct. – Cyndie Winrow, Lead</b>			
				<input type="checkbox"/> <b>DS*</b>	<input type="checkbox"/>
				<input type="checkbox"/> <b>DU*</b>	<input type="checkbox"/>

I, the undersigned, am requesting this account and/or access to confidential information for all categories indicated above with an asterisk (\*). I have read and understand the conditions set forth and agree to abide by these rules.

<b>Signature of Account Holder</b>	<b>Department</b>	<b>Date</b>
<i>I, the undersigned, approve the applicant's request for this account and/or access to confidential information for all categories indicated with an asterisk (*). Should the applicant's job responsibilities change so that access to this information is no longer needed, I agree to resubmit this form for access removal.</i>		

<b>Signature of Employee Manager</b>	<b>Date</b>
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<b>Signature of PeopleSoft Team Lead(s)</b>	<b>Date</b>
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<b>Signature of HRIS Representative</b>	<b>Date</b>
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**ROLE DEFINITIONS**

<b>Benefits Administrator*</b>	SD_BEN_BENEFITS_ADMINISTRATOR	<b>Update/display all</b> to benefits pages and <b>run all</b> to benefit process
<b>Benefits Manager*</b>	SD_BEN_BENEFITS_MANAGER	<b>Update/display all</b> and <b>correction</b> to benefits pages and <b>run all</b> to benefits process
<b>Benefits Setup EE Data VO</b>	SD_BEN_EE_DATA_VO	<b>View only</b> benefits for consultants and help desk staff
<b>Benefits Setup HRMS*</b>	SD_BEN_SETUP_HRMS_BENEFITS	<b>Update/display all</b> and <b>correction</b> to all benefit setup pages
<b>Benefits Setup HRMS VO*</b>	SD_BEN_SETUP_HRMS_VO	<b>View only</b> to benefit setup pages
<b>Benefits Setup Payroll*</b>	SD_BEN_SET_UP_PAYROLL	<b>Update/display all</b> and <b>correction</b> to payroll setup pages
<b>Benefits Setup Payroll VO*</b>	SD_BEN_SET_UP_PAYROLL_VO	<b>Update/display all</b> to payroll setup pages
<b>HR Analyst Data Entry*</b>	SD_HRS_ANALYST_DE	<b>Update/display all</b> to administer workforce personal and job data <b>without correction</b> mode access; <b>no</b> access to <b>view</b> foundation tables
<b>HR Analyst View Only*</b>	SD_HRS_ANALYST_VO	<b>View only</b> all pages within the administer workforce menu; <b>no</b> access to <b>view</b> setup
<b>HR Analyst*</b>	SD_HRS_ANALYST	<b>Update/display all</b> and <b>correction</b> (full data entry access) to administer workforce personal and job data
<b>HR Benefit View Only*</b>	SD_HRS_BENEFITS_VO	<b>View only</b> all benefits pages
<b>HR Foundation*</b>	SD_HRS_FOUND	<b>Update/display all</b> to HR and WFA foundation tables
<b>HR Foundation View Only*</b>	SD_HRS_FOUNDATION_VO	<b>View only</b> all HR and WFA core foundation tables
<b>HR People Tools*</b>	SD_HRS_PEOPLETOOLS	<b>Update/display all</b> and <b>correction</b> for doing technical tasks required for product enhancements
<b>HR Person Data View*</b>	SD_HRS_PERSON_DATA_VO	<b>View only</b> limited pages within the administer workforce (limited Personal data only)
<b>HR Security View Only*</b>	SD_HRS_SECURITY_VO	<b>View only</b> to security information
<b>HR Student View Only*</b>	SD_HRS_STUDENT_VO	<b>View only</b> all student information
<b>HR Tech*</b>	SD_HRS_TECH	<b>Update/display all</b> and <b>correction</b> for doing technical tasks required for product enhancements and SDSU specific processes
<b>HR Temp Faculty Admin*</b>	SD_HRS_TEMP_FACULTY_ADMIN	<b>Create</b> person of interest, <b>create</b> and <b>generate</b> temp faculty contracts; grants access to <b>update/display all</b> and <b>correction</b> to temp faculty contract creation and print pages
<b>HR Temp Faculty Dean*</b>	SD_HRS_TEMP_FACULTY_DEAN	<b>Add</b> future hire, <b>create</b> and <b>generate</b> temp faculty contracts and <b>hire</b> temp faculty; grants access to <b>update/display all</b> to desired pages
<b>HR Temp Faculty*</b>	SD_HRS_TEMP_FACULTY	<b>Add</b> future hire, <b>create</b> and <b>generate</b> temp faculty contracts, and <b>hire</b> temp faculty; grants access to <b>update/display all</b> to desired pages
<b>HR View Only*</b>	SD_HRS_VO	<b>View only</b> limited pages within the administer workforce menu (limited job data);
<b>HR WF Administrator*</b>	SD_HRS_WF_ADMINISTRATOR	<b>Update/display all</b> for troubleshooting errors and problems related to workflows; grants <b>super user</b> role to all workflows
<b>HR WFA Employee Review*</b>	SD_HRS_WFA_EMPLOYEE_REVIEW	<b>Update/display all</b> and <b>correction</b> to employee review table
<b>HR Job Data*</b>	SD_JOB_DATA_ONLY	<b>Update/display all</b> to job data table
<b>IB Broker View Only*</b>	SD_IB_BROKER_VIEW_ONLY	<b>View Only</b> to the IB Broker messages
<b>LCD Budget Director*</b>	SD_LCD_BUDDIRECTOR	<b>Update/display all</b> and <b>correction</b> to data pages and <b>run all</b> processes for Budget
<b>LCD Reports*</b>	SD_LCD_REPORTS	<b>Update/display all</b> to LCD reports
<b>LCD Setup &amp; EE View Only</b>	SD_LCD_SEUP_&_EMPLOYEE_DATA_VO	<b>View only</b> LCD setup and Employee data
<b>PM Manager*</b>	SD_POS_MANAGER	<b>Update/display all</b> and <b>correction</b> to position manager pages
<b>PM Reports*</b>	SD_POS_REPORTS	<b>Display</b> Position Management reports
<b>PM View Only*</b>	SD_POS_MANAGER_VO	<b>View only</b> all position manager pages
<b>Query CIRS*</b>	SD_QUERY_CIRS_AUDIT	<b>Run</b> queries for CIRS
<b>Query ID Load</b>	SD_QUERY_ID_LOAD_ACCESS	<b>Run</b> queries for ID Load
<b>Query Manager*</b>	SD_QUERY_MANAGER	<b>Run</b> and <b>create</b> queries
<b>Query Standard*</b>	SD_QUERY_STANDARD	<b>Run</b> queries
<b>PeopleTools DBAs</b>	SD_PTL_DBAS	<b>Access to DMS, SQL and View only</b> to App Designer
<b>PeopleTools Developer</b>	SD_PTL_DEVELOPER_VO	<b>View only</b> to App Designer
<b>Process Monitor View Only*</b>	SD_PROCESS_MONITOR_VIEW_ONLY	<b>View</b> processes that the user runs
<b>Process Monitor View All*</b>	SD_PROCESS_MONITOR_SUPER	<b>View</b> processes that everyone runs
<b>Security Administrator*</b>	SD_SECURITY_ADMINISTRATOR	<b>Update/ display all</b> to Security pages
<b>Security Administrator limited*</b>	SD_SEC_ADMIN_LIMITED	<b>Update/ display all</b> to limited Security pages
<b>Security Administrator VO *</b>	SD_HRS_SECURITY_VO	<b>View only</b> Security pages
<b>TAC Hiring Manager*</b>	SD_TAC_HIRING_MANAGER	<b>Update/ display all</b> to hiring manager pages
<b>TAC Recruitment*</b>	SD_TAC_RECRUITER	<b>Update/display all</b> and <b>correction</b> to recruiting pages
<b>TAC Set-up*</b>	SD_TAC_SETUP	<b>Update/display set-up in</b> recruiting pages
<b>TLB Dept Mgr Proxies*</b>	SD_TLB_DEPARTMENT_MANG_PROXIES	<b>Update/display all</b> to manage time for their department
<b>TLB Payroll Functional User*</b>	SD_TLB_PAYROLL_FUNCTION_USER	<b>Update/display all</b> to functional time and labor pages
<b>TLB Self Service Time Sheet*</b>	SD_TLB_SELF_SERVICE_TIME_SHEET	<b>Update/display all</b> to time sheet pages for time and labor
<b>TLB Self Service Web Clock*</b>	SD_TLB_SELF_SERVICE_WEBCLOCK	<b>Update/display all</b> to web clock page <b>only for</b> time and labor
<b>TLB Setup*</b>	SD_TLB_SETUP	<b>Update/display all</b> and <b>correction</b> to time and labor setup pages
<b>TLB Setup View Only*</b>	SD_TLB_SETUP_VO	<b>View only</b> all time and labor setup pages
<b>TLB Time Keeper Manager*</b>	SD_TLB_TIME_KEEPER_MANAGER	<b>Update/display all</b> to manage self service pages for time and labor
<b>Translate Table Viewer*</b>	SD_TRANSLATE_TABLE_VIEWER	<b>Update/display all</b> and <b>correction</b> to translate tables
<b>WFD Functional User*</b>	SD_WFD_FUNCTIONAL_USER	<b>Update/display all</b> to functional work force development pages
<b>WFD Functional User Senior*</b>	SD_WFD_FUNCTIONAL_USER_SENIOR	<b>Update/display all</b> and <b>correction</b> to functional work force development pages
<b>WFD View Only*</b>	SD_WFD_USER_VO	<b>View only</b> all functional work force development pages

**DEPARTMENT USE ONLY**

Date Received in BIS: \_\_\_\_\_

Date Account Activated \_\_\_\_\_

Account Created by: \_\_\_\_\_

Email Verified in PeopleSoft \_\_\_\_\_ Red ID Verified \_\_\_\_\_