



HR PeopleSoft Department User Security Access Form

Supply the information requested below to request access to PeopleSoft. Email completed form to IT-APPSEC-Requests@ou.edu.

User Creation User Transfer User Revision (explain) _____ Effective Date: _____
User's Name (Last, First, MI): _____ EMPL ID: _____
User's Email Address: _____ Department: _____
User's Status: OUHSC Employee Norman Employee OU-Tulsa Norman Employee OU-Tulsa HSC Employee
List all HR Departments user needs to access: _____

Request Access to: Current System Legacy System
Dean/Dept. Head/Designee Signature: _____ Date: _____
Dean/Dept. Head/Designee Name (print): _____ Contact Phone #: _____
Title: _____

Indicate below each role in which this user requires membership:

HUMAN RESOURCES

College Compensation Coord.(HSC)	End User Query	Taleo User
Employee Lookup	I9 Employer Rep. - HSC Only	
eForms General	eForm: ePAF	eForm: Funding Change
GT CMT Coordinator (HSC)	GT ePAF Initiator	GT FC Initiator
GT COM Coordinator (HSC)	GT ePAF Dept Approver 1	GT FC Dept Approver 1
GT GME Coordinator (HSC)	GT ePAF Dept Approver 2	GT FC Dept Approver 2
GT Grad College Coordinator (HSC)	GT ePAF College Approver 1	GT FC College Approver 1
GT ORA Coordinator (HSC)	GT ePAF College Approver 2	GT FC College Approver 2
GT VP - Norman	GT ePAF College Approver 3 (COM)	GT FC College Approver 3 (COM)

Comments: _____

As the PeopleSoft data owner, I hereby authorize the access privileges indicated above for the user identified herein.

HR Office Authorized Signature: _____ Date: _____

PAYROLL

	eForm: Add Pay	
Dept. Payroll Coord./Entry	GT AP Initiator	GT AP College Approver 1
Dept. Payroll Coord./Approval	GT AP Dept Approver 1	GT AP College Approver 2
Dept. Payroll Inquiry	GT AP Dept Approver 2	GT Dean Director (HSC VP)

Comments: _____

As the PeopleSoft data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Payroll Office Authorized Signature: _____ Date: _____

Application security access privileges granted by: _____ Date: _____

User ID: _____ Data Permission List: _____