

**Cal Poly Pomona
PeopleSoft - HR
User Access Request Form**

Requestor's Name (Must be HEERA Manager) :		
Title:	E-Mail :	
Department/Division:	Phone Extension :	
ACCESS		
Request the Following Access: Access must be the same for ALL USERS listed on this form.		
Check One: <input type="checkbox"/> Add Access <input type="checkbox"/> Modify Access <input type="checkbox"/> Delete Access		
Effective Date :		
University Users	Core Users	
<input type="checkbox"/> Query - Run Queries <input type="checkbox"/> HR Expenditure & Projection Reports <input type="checkbox"/> HR Student Expenditure Report <input type="checkbox"/> Temporary Faculty Processing <input type="checkbox"/> Absence Manager Approver (MPP) <input type="checkbox"/> Student Timesheet Approver (MPP) <input type="checkbox"/> Timekeeper <input type="checkbox"/> Student Payroll Coordinator	<input type="checkbox"/> Administrative Data Unit <input type="checkbox"/> Affirmative Action <input type="checkbox"/> Benefits <input type="checkbox"/> Budget (PM, LCD) <input type="checkbox"/> Employee Data (Display Only) <input type="checkbox"/> Employment <input type="checkbox"/> Enterprise Learning <input type="checkbox"/> Faculty Affairs <input type="checkbox"/> Financial Aid/Work Study <input type="checkbox"/> Payroll	
<input type="checkbox"/> Other (Please describe):		
USER(S) *		
Employee Name (Last Name, First)	Bronco ID	Department Access (5-digit Dept ID) – List all that apply
REQUESTOR APPROVAL		

_____ Requestor's Signature (HEERA Mgr) _____ Date _____

◆ Please return this User Access Request Form to Connie Lizaola (ext.4183) or Lindsay Roussopoulos (ext.2236), in Payroll Services. Allow five working days for this request to be processed.

For Internal Use Only (Do not write in this box)		
HRIS Approval _____ Date _____	Training <input type="checkbox"/> Payroll Copy <input type="checkbox"/>	
Security Administrator Approval _____ Date _____	Requestor Notified <input type="checkbox"/>	