



PeopleSoft Access Request Form

Departmental Request for User Access

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☐ New Access Request ☐ Change/Update Access ☐ Cancel/Delete Access ☐ Reinstate Access

User Information

Name: _____ EID: _____

Email: _____

Department Name: _____ Building: _____

Date Access Required: _____ Date Access Expires: _____

System Access Agreement:

To ensure that employees are aware of their legal and ethical responsibilities, an employee provided with access to PeopleSoft HR/Payroll system is required to sign the following statement:

I understand that I am to access data in PeopleSoft HR/Payroll system only in the conduct of university business; to respect the confidentiality and privacy of individuals whose records I access, to observe any ethical restrictions that apply to the data which I have access, and to abide by applicable laws or policies with respect to access, use or disclosure of information. I understand further that I may not disclose or distribute data from PeopleSoft in any medium, except as required by my job responsibilities, and that I may not access or use any data in the PeopleSoft system for my own personal gain or profit, for the personal gain or profit of others, or to satisfy my own personal interests or that of others. I agree to these conditions. Should I violate these conditions, I understand that I will be subject to disciplinary procedures.

Employee Signature: _____ Date: _____

Dean/Director/Dept Head: _____

Title: _____ Email: _____

Signature: _____ Date: _____

System Control Use Only:

Login ID: _____ Password: _____

System Administrator _____ Date: _____

Please check the appropriate boxes to request specific access to the PeopleSoft HRMS/Payroll system

Benefits Roles

- ☐ UA Employee Self Service
- ☐ Benefits Team Member
- ☐ Benefits Power User
- ☐ Benefits Super User

Payroll Roles

- ☐ Payroll Garnishment User
- ☐ Payroll Accountant
- ☐ Payroll Lead
- ☐ Payroll Super User
- ☐ Payroll User
- ☐ Pay Request System
 - ☐ Create ☐ View
- ☐ Pay Request Approval

Query Access

- ☐ Query Run Only Access
- ☐ Create Query Access

Commitment Accounting Roles

- ☐ Commitment Acctg Power User
- ☐ Commitment Acctg View User

Time and Labor Roles

- ☐ Time Administrator
- ☐ Time Approver
- ☐ Time Approver Interface
- ☐ Time Coordinator
- ☐ Time View Only User

Workforce Administration Roles

- ☐ Workforce Admin Position Xref View
- ☐ Workforce Admin Power User
- ☐ Workforce Admin User
- ☐ Workforce Admin View Only User

Dean/Director/Dept Head's Signature_____ Date:_____