



## PeopleSoft HCM Human Resource Access Form

- (1) Complete this form and have it signed by an authorizing signature
- (2) Attach completed form to the ServiceNow ticket

**Important:** Be sure to save this PDF to your drive or a Network folder before you fill it out. Also be sure to save when you get to the end of the form.

### Employee/Affiliate Contact Information

<b>EmplID (USC ID)</b>	
<b>Last Name</b>	
<b>First Name</b>	
<b>Department ID</b> <small>Enter your Dept's 6-digit PeopleSoft ID</small>	
<b>Dept./College/Division Name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Campus/Operating Unit</b>	
<b>Network ID</b>	

Request updates to the employee's PeopleSoft access based on the person's job responsibilities:

**Human Resources System (Roles)** - This role gives you the ability to access employee data for the requested departments. It is not necessary to have the HR Contact Role in order to be an Initiator or Approver.

**College/Division HR Contact (Columbia Campus)**- Access to Job Data with History, Current Job Page, HR Query Access, HR Reports, Process Monitor Access, HR Job Data Global Search.

**Campus College/Division HR Contact (Aiken, Beaufort, Palmetto, Upstate)** - Access to Job Data with History, Current Job Page, HR Query Access, HR Reports, Process Monitor Access, HR Job Data Global Search.

**Department HR Contact (all Campuses)** - Access to Current Job Page, HR Query Access, HR Reports, Process Monitor Access, HR Job Data Global Search.

**Requesting Access to the following departments** *(6-digit PeopleSoft Department ID is REQUIRED)*

**Required:** Provide the 6-digit PeopleSoft Department ID for each of the Department(s) for which you are requesting access. At least one ID must be entered here.

### Human Resources Workflow Access Roles

**Dual Initiator** - Ability to create transactions for Duals.

**Affiliate Initiator** - Ability to create transactions for Affiliates.

**EPAF Initiator** - Ability to create transactions for the following HR Actions: Additional Pay, Job Change, Status Change.

**Student Initiator** - Ability to create transactions for students.

**Requesting the Initiator Role for the following departments** *(6-digit PeopleSoft Department ID is REQUIRED)*

**Required:** Provide the 6-digit PeopleSoft Department ID for each of the Department(s) for which you are requesting the initiator role.

## Human Resources Approver Roles

**Campus/Department Approver 1** - Approver HR Actions

**Campus/Department Approver 2** - Approve HR Actions

**Requesting the Approver Role for the Following Departments (6-digit PeopleSoft Department ID is REQUIRED)**

**Required:** Provide the 6-digit PeopleSoft Department ID for each of the Department(s) for which you are requesting the approver role.

### Remove Roles/Departments:

Remove the following roles for this person:

Remove the following Departments for this person:

Use 6-digit Department IDs.

### Additional input regarding your request:

User Agreement for Responsible Use and Confidentiality of Data, Technology, and user Credentials

I have completed the Securing the Human training, and I understand that by virtue of my employment or relationship with the University of South Carolina (UofSC), I may have access to University Technology Assets, including data, technology, user credentials, and other assets, which must be protected according to laws, regulations, policies, procedures and guidelines. This includes being granted access to Payroll data for my department.

My signature below denotes that I have read and understand my responsibilities as outlined in the following UofSC policies and others available on the UofSC policy website <http://www.sc.edu/policies/>:

- UNIV 1.51 Data and Information Governance
- UNIV 1.52 Responsible Use of Data, Technology, and User Credentials
- ACAF 3.03 Handling of Student Records
- FINA 4.11 Credit/Debit Card Processing and Security
- HR 1.22 Telecommuting
- HR 1.69 Official Personnel Files and Records Release
- IT 3.00 Information Security
- LESA 3.06 Reporting Loss or Theft of University Property

I acknowledge that unauthorized access or disclosure, through my deliberate actions or negligence, of any data, information, technology, user credential, or another asset could subject me to criminal and civil penalties imposed by law. I further acknowledge that unauthorized disclosure or access may also constitute just cause for disciplinary action. In the event access is determined to be contrary to university policy or applicable law, appropriate measures will be taken, including referral to student, employee, or faculty disciplinary processes. If I am ever in doubt about my responsibilities regarding UofSC data, technology, user credentials, or other assets involving Payroll data, I will immediately consult the Payroll Data Stewards.

_____ Employee/Affiliate Signature	_____ Date
_____ Authorizing Signature	_____ Date
_____ Print Authorizing Name	
_____ Human Resources Data Steward Signature	_____ Date
_____ Print Human Resources Data Steward Name	

This is located on the following site: [https://scprod.service-now.com/kb\\_view.do?sysparm\\_article=KB0011201](https://scprod.service-now.com/kb_view.do?sysparm_article=KB0011201)