

PeopleSoft HCM Security Access Request Form (rev. 10/2016)

Fax completed form to IT Helpdesk at 713-500-4850

<input type="checkbox"/> New Account	<input type="checkbox"/> Change Account	Effective Date:	<input style="width: 95%;" type="text"/>
Name:	<input style="width: 95%;" type="text"/>	User ID:	<input style="width: 95%;" type="text"/>
Title:	<input style="width: 95%;" type="text"/>	Employee ID:	<input style="width: 95%;" type="text"/>
Dept.:	<input style="width: 95%;" type="text"/>	Inter-institutional Address:	<input style="width: 95%;" type="text"/>
Phone:	<input style="width: 95%;" type="text"/>	Fax:	<input style="width: 95%;" type="text"/>

Departmental Group (only one can be assigned)

(See <https://inside.uth.edu/admin-tech/hcm/hrdeptgrp.htm> for department codes and signature information.)

Security Role(s) needed (See <https://inside.uth.edu/admin-tech/hcm/hcm-role-owners.htm> for complete list of role descriptions and required signatures.)

- inq_role** (Inquire Access – General Default access for PeopleSoft HCM and Query Viewer to run public queries)
- queryall** (Query Manager access to create and edit private queries. Query Manager training required.)
- eff_adm** (Administrator role for Effort Reporting.)
- fundsdr_dean** (Dean level data entry access to custom UT 9/1 Funding module. UT 9/1 Funding training and SDR approval required.)
- fundsdr_dept_entry** (Departmental level data entry access to custom UT 9/1 Funding module. UT 9/1 Funding training and SDR approval required.)
- fundsdr_dept_view** (Inquiry-level access to custom UT 9/1 Funding module. SDR approval required.)
- persnid** (Access to National ID and SSN.)
- query_ssn** (Query access to tables that have SSN.)
- pybning** (Payroll Inquire. Access must be approved by Bete Su Williams.)
- pybning_hcpc** (Payroll Inquire HCPC. Must be approved by Bete Su Williams and Jill Strutton.)
- utbd_inq** (Inquiry-level access to custom UT Budgets module. BFR approval required.)
- utbd_dpt** (Departmental level data entry access to custom UT Budgets module. UT Budgets training and BFR approval required.)
- utbd_opu** (Operating unit level data entry access to custom UT Budgets module. UT Budgets training and BFR approval required.)
- Other roles(list all required role names):

Approving Signatures (based on security role(s) requested)	Printed Name(s)	Date

Individuals using information assets and computer resources owned by the UTHealth will be held accountable for such use and are expected to familiarize themselves - and comply with - published UTHealth and departmental security procedures and guidelines. Failure to comply with these policies, or procedures and guidelines may result in disciplinary action up to and including termination of employment or contract and may constitute a basis of legal proceedings. For more information, please visit HOOP Chapter 17: Responsibility for the Use of Information Resources.

I understand the provisions described in the Guidelines above, and accept personal responsibility for complying to them:

Signature of Employee:	Date:
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