

Applications User Rights Form

*Complete all sections of this form then **FAX to: (313) 876-1300**
 Or email the completed document to thaxto1@hfhs.org

General Information:	
Employee ID:	Service Request #:
Title / Position:	Department:
Location:	Effective Date:

Type of Action:	
New Profile:	Update to Existing Profile:

Users: <i>(Please specify the requirements. This is a mandatory field e.g. Access to Query, Employment role etc..)</i>

Details about the Security Changes: <i>(To be filled by eHR security admin)</i>

Desired Start and End Date/Time:			
Start Date:	Start Time:	End Date:	End Time:

Verification Step:			
Profile Tested: Yes:	No:	Signature	Date:

Approvals:			
Approver	Title	Signature / Notes	Date
<Name>	Employee Manager	<Mandatory>	
<Name>	eHR representative	<Mandatory>	
<Name>	Security Administrator	<Mandatory>	

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Purpose - What is the purpose of writing this document?:

The purpose is to provide a form that must be completed by End Users to request for a user ID creation, deletion, or modification, and to obtain user access to the HCM System

Storage Location(s): Application User Rights Form Binder with Security Admin

Minimum Retention: 6 Months

Maximum Retention: 2 Years

Disposal Process: Shred / Delete

SECURITY

All employees within the Human Resource Information System (HRIS) environment will be required to sign a confidentiality statement acknowledging responsibility for maintaining the confidential nature of all information to which access is given.

New Requests

Access to PeopleSoft will be through the use of the Employee ID.

When a new user has been identified (new hire, promotion, etc), an email request should be forwarded to the security administrator (**APARIKH1@hfhs.org/TTHAXTO1@hfhs.org**) outlining the information contained on the PeopleSoft Access Form. This form should be forwarded to the security administrator at eHR, One Ford Place, 4E.

Once the security administrator has received this information, the turn-around time for access by the new user will be 3 to 5 business days.

All users who require access in addition to self-service will be required to complete training through a self-paced study guide or formal classroom instruction before access will be given. Please contact Kay Burgess (Kburgess1@hfhs.org)

Transfers/Change in Access

When a transfer occurs in which an employee no longer requires HRIS access or a change in access capability, (increase or decrease), an email should be sent to the security administrator (**APARIKH1@hfhs.org/TTHAXTO1@hfhs.org**) indicating the name and the effective date for termination of access using the PeopleSoft Access Form. This form should be forwarded to the security administrator at eHR, One Ford Place, 4E.

Training/Retraining

All employees with job dues requiring access to PeopleSoft will require appropriate training before an access code is given (See section on Security). The immediate supervisor should contact the training coordinator (KBurgess1) via email to arrange a training schedule. The level of training will be determined by the employee's job responsibilities. Options for training can include a self paced study guide, classroom environment, or other power users within the department. Training will be scheduled within 3 business days of the initial contact.

Once training has been satisfactory completed, as determined by the training coordinator, the Security Administrator will be notified and an access will be assigned.

Retraining

Where it has been determined that retraining is necessary, the immediate supervisor should contact the training coordinator (KBurgess1) via email to arrange for such training. The coordinator will set up a schedule to review re-training issues

Continuing Education

As updates the PeopleSoft system are identified, the training coordinator will determine a training scheduled for all employees impacted. It will be the responsibility of the service center leadership to ensure that the appropriate personnel participate in ongoing training sessions.