

This form is to be completed for **NEW ACCESS** or **CHANGE TO ACCESS**, for HR systems

Complete all details including authorisation and email to [hr\\_sos@adelaide.edu.au](mailto:hr_sos@adelaide.edu.au)

Name:	Employee ID Number:
Faculty:	School/Branch:
Extension Nbr:	Email Address:
Classification:	Local Title:

<input type="radio"/> New Access <input type="checkbox"/>	<input type="radio"/> Temporary Access From ___/___/___ to ___/___/___
<input type="radio"/> Change Access <input type="checkbox"/>	<input type="radio"/> Suspension From ___/___/___ to ___/___/___
<input type="radio"/> Remove Access <input type="checkbox"/>	
Is access required to Production? YES / NO	If no, please state the environments that access is required for
Are you replacing an existing user in your School/Branch? YES / NO	If yes, please provide the previous users name:
Justification (briefly explain why the access is required):	

### HUMAN RESOURCES / ITDS STAFF Only

System	Role	Select Role needed
<b>PeopleSoft – HR access</b>		
	HR Service Centre	
	Recruitment & Appointment Officer	
	HR Advisory	
	HR SOS Super User	
	Payroll & Lifecycle Officer	
	Senior Payroll Officer	
	HR Faculty Hub	
	HR Project Officer	
	HR Shared Services/Manager Audits	
	Training Administration	
	Query Manager	
<b>PeopleSoft – ITDS access</b>		
	ITS Help Desk	
	PeopleSoft Developer	
	PeopleSoft Developer/Integration Administrator <i>(note; secondary approval from Enterprise Systems Lead)</i>	

System	Role	Select Role needed
<b>HR eForms</b>		
	Worklist Administration	
	AppoINT Hiring Coordinator	
	CAPS Casual Coordinator	
	CRAFT School Contact	
<b>PageUp</b>		
	Recruitment & Appointment Officer	
	Recruitment SME	
	HR Advisor	
	HR Hub	
	SuperUser	
<b>Cherwell</b>		
	User	
<b>HR Intranet</b>		
	Access	

<b>Organisation Security Level</b>	<b>Faculty/School/Dept/Area</b>
<input type="radio"/> All <input type="checkbox"/> <input type="radio"/> Faculty/School <input type="checkbox"/> <input type="radio"/> Discipline/Department/Area <input type="checkbox"/>	

**Access and Usage Agreement**

I acknowledge that by gaining access to the University Management Information System/s I will have access to information confidential to the University in relation to its staff (both present and past), students (both present and past) and affiliates (both present and past). I understand that I must not disclose or make use of that confidential information obtained by me at any time, including after access is discontinued, except in the proper course of my duties. In particular, I undertake not to use any confidential information gained by virtue of my access with the intent of securing a benefit for myself, any other person, company or future employer. I further undertake not to use any information confidential to the University in any way without the consent of the University.

I accept that any breach will lead to disciplinary action being taken against me. I understand and accept that disciplinary action can include dismissal from my employment.

I acknowledge that I will be given a username and password for access to the University's Business Systems and that I will not divulge these to any other person/s or party.

I agree to advise the appropriate Systems Administrator/s of any changes in my role, which may affect my approved access to these system/s.

**User**

User's Name	Signature	Date
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**Area Approval –Branch or Directors HR/ITDS**

Name	Signature	Date
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**OFFICE USE ONLY**

**Row Level:**

**Roles assigned:**

**Name of person conducting changes:**

**Date:**