

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

Complete all details including authorisation and email to [jane.smart-foster@adelaide.edu.au](mailto:jane.smart-foster@adelaide.edu.au) for approval

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):	

System	Role	Select Role needed
<b>PeopleSoft – HR access</b>		
	HR Advisory	
	HR Global Mobility COE	
	HR Operations	
	HR Remuneration COE	
	HR Service Centre	
	HR Service Centre Team Leader	
	HR Talent Acquisition	
	Payroll & Benefits Officer	
	Senior Payroll Officer	
	Training Administration	
	HR View Only	
	HR Shared Services/Manager Audits	
	Query Manager	
	User List Maintenance	

System	Role	Select Role needed
<b>PeopleSoft - ITDS Access</b>		
	ITDS Help Desk	
	PeopleSoft Developer	
	HR Application Specialist	
	Finance Systems Administration	
	PeopleSoft Developer/Integration Administrator (note; secondary approval from Enterprise Systems Lead)	
<b>PeopleSoft – Planning &amp; Analytics Access</b>		
	BI Developer	
	HR Reporting Specialist	
<b>PeopleSoft – Non HR Access</b>		
	Non-HR User	
	Records Management	
<b>PageUp</b>		
	HR Operations	
	HR Talent Acquisition	
	Super User	

<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.

<b>User</b>		
User's Name	Signature	Date
<b>Area Approval – Head of School/Branch</b>		
Name	Signature	Date
<b>HR Approval – Director HR Services</b>		
Name	Signature	Date

**OFFICE USE ONLY**

**Row Level:**

**Roles assigned:**

Role	Security Role	Role Assigned
HR Advisory	UOA_HC_HR_ADVISOR	
HR Global Mobility COE	UOA_HC_GLOBAL_MOBILITY	
HR Operations	UOA_HC_RECRUIT_APPOINT	
HR Remuneration COE	UOA_HC_REMUNERATION_COE	
HR Service Centre	UOA_HC_SERVICE_CENTRE	
HR Service Centre Team Leader	UOA_HC_SERVICE_CENTRE_LEADER	
HR Talent Acquisition	UOA_HC_RECRUIT_APPOINT_RO	
Payroll & Benefits Officer	UOA_HC_LIFECYCLE_HEO4	
Senior Payroll Officer	UOA_HC_PAY_FINALISATION	
Training Administration	UOA_HC_ADMIN_TRAINING	
HR View Only	UOA_HC_HR_VIEW	
HR Shared Services/Manager Audits	UOA_HC_SHARED_SERVICES	
ITDS Help Desk	UOA_HC_ITS_HELP_DESK	
HR Application Specialist	UOA_HC_SOS	
BI Developer	UOA_HC_NONHR_BI	
HR Reporting Specialist	UOA_HR_REPORTING_AND_SECURITY	
Other:		

**Name of person conducting changes:**

**Date:**