The University of Southern Queensland

SYSTEMS ACCESS FORM

AUTHORIZATION FOR ACCESS TO PEOPLESOFT

COMPLETE AND RETURN FORM TO: REMUNERATION AND SYSTEMS, HUMAN RESOURCES, S BLOCK

Human Resources Administration

PERSONAL DETAILS: ❒ **New Employee** ❒ **Existing Employee** ❒ **Moved to New Position**

Full Name: _____ Employee ID: _____

Faculty/Dept: _____ User Name: _____

Email Address: _____ Telephone: _____

Specify the HR Department IDs that you will require access to: _____

SUPERVISOR/ Name: _____ Sign: _____ Date: ___/___/___

DEPT HEAD:

Tick boxes for all access required.
NOTE: Any current access will be REMOVED if the boxes are not ticked.

HR Administration

Access	Description
❒ Basic View	View Student Enquiry pages
❒ HR View	Human Resources Staff. View only access for non-input staff
❒ Training Administrator	Enterprise Learning, Workforce Administration
❒ Training Administrator Additional access	Maintain info for a POI without jobs, Review and maintain host data, Add employment organisational instance, Enter job information
❒ Senior HR Officer	Senior HR Client Service Officers
❒ HR Officer	HR Client Service Officers
❒ Superannuation Officer	Superannuation
❒ Remuneration & System Coordinator	HR Remuneration & Systems Staff
❒ Faculty/Department Admin Access	Workforce Administration, Person profile – Employee personal details only
❒ Faculty/Department Management Access	Workforce Administration, Maintain Positions, Maintain Absences, Recruiting, Enterprise Learning
❒ Management Accountant	Workforce Administration, Maintain Positions, Maintain Absences
❒ Finance and Students Systems Support	Workforce Administration
❒ Library Borrowing Staff	Workforce Administration

REMUNERATION & SYSTEMS COORDINATOR SIGN: _____ DATE: _____/_____/_____

EXECUTIVE DIRECTOR (HR) SIGN: _____ DATE: _____/_____/_____

STUDENT ADMINISTRATIVE AND ACADEMIC SUPPORT OFFICE USE ONLY

OPERATOR ID: _____ EMPLID: _____ STUDENT SYSTEM/DELEGATE: _____

I have verified that the user has received and/or will have access to the appropriate roles. DATE: _____/_____/_____

1 _____ 2 _____ 3 _____

PS: ❒ Email: ❒

Updated 15/08/2012