

Georgia Institute of Technology
HR Applications Access Request Form

As Department Head or his/her designated representative for this purpose, I am requesting access for the following person(s) to use the Human Resource computer applications(s): (See Page 2 for an explanation of access to "What data?" and "Which employees?")

- A. Web-based HR Ad Hoc Mailing List Tool
- B. Web HRMS Data/PSF
- C. Web-based HR Ad Hoc Reporting Tool

Note: The old "D" -- PeopleSoft HR Panels for Departments (Job/Position/Faculty Data/Personal Data) -- has been combined with "C" above.

3 - Digit Dept. #	Department Name	HR Representative	Application			Last Name	First Name	Prism ID
			A	B	C			

Organizational Authorization

I am designating the persons listed above as authorized users of the computer application(s) as indicated, and accept responsibility for proper use of the information extracted in adherence to all applicable Georgia Tech policies and procedures.

 Department Head (or designated representative) Signature

 Date

 Printed Name and Title of Authorizing Official

**DATA SECURITY IN HR/PAYROLL APPLICATIONS:
WHAT DATA? AND WHICH EMPLOYEES? USERS CAN ACCESS**

In PeopleSoft applications, WHAT the user can see (which data fields) is determined by the Security Class or Database Role that he/she is assigned. WHO the user can see (which departments he/she has access to) is determined by the PeopleSoft Department Security tree.

For most users, their departmental access is their work department and any departments that report to that department in the PeopleSoft Department Security tree. For example, an authorized user in Department 115 - College of Engineering - has access to employees in department 115 and to employees in the various departments that report to the College of Engineering. -160 - AE, 180 - MSE, 200 - CEE, etc. Some web-based applications like the HR Ad Hoc Reporting tool also take into consideration the user's home department. In exceptional circumstances, the normal PeopleSoft departmental security is manually adjusted to accommodate the special access needs of authorized administrators.

The following HR applications provide access to view or print employee data as indicated. None of these applications provides the user with the ability to enter or change HR or Payroll data directly.

Web-based HR Ad Hoc Mailing List Tool - Data for all non-student employees in all campus departments (name, job title, department, mail code, phone, and e-mail)

Web HRMS Data/PSF - Data for all employees whose Home or Work department is in the user's departmental access tree. User can print a PSF which can be signed and submitted to HR, but the user cannot change any data directly.

Web-based HR Ad Hoc Reporting Tool and
PeopleSoft HR Panels for Departments

- 1) Job and Position Data for employees whose home or work department is in the user's departmental access tree
- 2) Personal Data for employees whose home department is the same as the user's home department
- 3) Job data for all student employees regardless of home or work department (campus wide) and **PeopleSoft HR Panels for Departments**: Job, Position, Faculty Data, and Personal data for employees whose work department is in the user's departmental access tree