

REQUEST FOR ACCESS TO HRIS APPLICATION

A EMPLOYEE INFORMATION			
First Name & Initial(s)	Surname	Employee ID	MAC ID
Department	Extension	E Mail	Building Location

B DESKTOP INFORMATION			
Do you have a MAC ID?	<input type="radio"/> Yes	<input type="radio"/> No; I have requested access http://www.mcmaster.ca/uts/email_accounts/macid.html# Choose option Verify my Mac ID. If clients receive a fail page please contact the UTS Service Desk at uts@mcmaster.ca or x. 24357.	
Access to HRIS	<input type="radio"/> Yes (Existing User)	Current Profile	Date to Expire Current Access (dd/mm/yyyy)
	<input type="radio"/> New User	Date Required (dd/mm/yyyy)	Date to Expire (dd/mm/yyyy)
	<input type="radio"/> Modify Existing Profile	<input type="radio"/> Modify Existing Access to Employee Information	Date Required (dd/mm/yyyy)
Terminate Access to HRIS	<input type="radio"/> Yes <input type="radio"/> No	Remove only listed position group(s):	

C ACCESS REQUIRED		
Same As:		
Access to employee information: (VIP Profile Section)		
<input type="radio"/> All employee's reporting to me (003) <input type="radio"/> Specific Position: _____ (013) Exclude (Y/N)? _____ <input type="radio"/> All employee's reporting to _____ (014) <input type="radio"/> All employee's in compensation group(s) _____ (042) <input type="radio"/> Employee Position Group(s) (specify all that apply) _____ (002)		
INTERFACE PROFILE SECTION		
<input type="radio"/> Director (Employee Demographic, Human Resources View, Payroll Info, Payroll Reports) <input type="radio"/> Capture & Approve Time (66) <input type="radio"/> Capture Time Only (393) <input type="radio"/> Approve Time Only (394)	<input type="radio"/> Finance Manager (Human Resources View, Payroll Info, Payroll Reports) <input type="radio"/> Capture & Approve Time (534) <input type="radio"/> Capture Time only (532) <input type="radio"/> Approve Time Only (533)	<input type="radio"/> Department Administrator (Human Resources View, Simulation Report) <input type="radio"/> Capture & Approve Time (64) <input type="radio"/> Capture Time only (101) <input type="radio"/> Approve Time Only (102)
<input type="radio"/> Other Please Specify:		

D AUTHORIZATION (Director's Signature or Above)		
Department	Name (Please Print)	Title
Signature	Extension	Date

E FOR UTS DATA SECURITY ONLY		
Citrix Access Granted	Date Access Assigned	Completed By Signature