

## REQUEST FOR ACCESS TO HRIS APPLICATION

### Instructions

**A**

#### EMPLOYEE INFORMATION

<b><u>First Name</u></b>	Employee first name as per HRIS record.	Mandatory
<b><u>Surname</u></b>	Employee surname as per HRIS record.	Mandatory
<b><u>Employee ID</u></b>	ID issued to employee. If employee does not have an ID, will need to forward applicable information to create employee information in HRIS.	Mandatory
<b><u>MacID</u></b>	Indicate the employee MacID username. You will need your MacID for accessing HRIS application. Note: This is not your employee ID.	Mandatory
<b><u>Department</u></b>	Indicate the department that the employee works for.	Mandatory
<b><u>Extension</u></b>	Indicate the employee phone extension or any available extension that the employee can be reached at.	Mandatory
<b><u>Email</u></b>	Indicate the employee email address.	Mandatory
<b><u>Building Location</u></b>	Indicate the building that the employee will be accessing the application from.	Mandatory

**B**

#### DESKTOP INFORMATION

<b><u>Do you have an MAC ID Account</u></b>	Indicate if you have access a valid Mac ID.	Mandatory
<b><u>Access to HRIS</u></b>	Indicate if the employee currently has access to HRIS, and if so, what profile does the employee has. Also indicate the date to expiry the current access. If the employee does not have access to MaViP, check the "New User" box and indicate the date that the access is required. Use date format <b>DD/MM/YYYY</b> . If the employee is modifying their current profile, check the "Modify Existing Profile" box	Mandatory

**C**

#### ACCESS REQUIRED

<b><u>Same As</u></b>	Indicate the name of a current user if you would like for the new user to have the same access as a current user.	Not Mandatory
	Select the box that will give the employee appropriate screen access to perform his/her function.	Mandatory

**D**

#### AUTHORIZATION

<b><u>Department</u></b>	Department name of the signing authority.	Mandatory
<b><u>Name</u></b>	Name of signing authority.	Mandatory
<b><u>Title</u></b>	Title of signing authority.	Mandatory
<b><u>Signature</u></b>	Signature of signing authority.	Mandatory
<b><u>Date</u></b>	Date of signing authority signature.	Mandatory

**E**

#### FOR UTS DATA SECURITY ONLY