



University of Massachusetts Amherst

Human Resources Access Request Form

Employee Name	HR Employee ID	Employee Job Title
Dept. Name	Email Address	
UMass Employee <input type="checkbox"/> Student Employee <input type="checkbox"/> Consultant or Temporary <input type="checkbox"/>		
I have never had access (New User) <input type="checkbox"/> I had access but have changed departments <input type="checkbox"/> I need additional access <input type="checkbox"/>		

Please briefly describe why you need access to Human Resources (HR) data:

Type of HR access needed (check all that apply)

HR Administrator	Time and Labor	EPAF		
View/Inquiry <input type="checkbox"/>	Self-Service	Initiator	Dept. Head	PI
Student Hire	Timekeeping	View only	Dean/Director	
	Manager Approver			
Additional Role:				
List the MBU or individual Department ID(s) you need access to:		If requesting Timekeeping, list the Group ID(s) for which you will be entering time for:		

Access Responsibilities & Signatures

Department Head - I authorize the above-named employee to have HR access for the purposes of fulfilling his or her job responsibilities. In the event the individual leaves the department, I understand that I must promptly notify Human Resources so the access can be terminated immediately.

Authorized and approved by (Department Head) _____ Signature Date _____
E-sign or wet signature

Employee - The PeopleSoft Human Resources Management System (HRMS) is to be used solely by those who are granted access, for the purpose of conducting official University business and performing assigned job duties. I accept responsibility for maintaining the confidentiality of the data which I am authorized to view/update and understand that my HRMS Operator ID/Password should not be shared with anyone else. It is the responsibility of those who are given HRMS access, to comply with University's Fair Information Practices Regulations (FIPR). Violations may result in suspension and/or termination from employment with the University. I understand and will abide by all applicable "University Acceptable Data Use" policies, including the following:

- Amherst Campus Acceptable Use Policy <https://www.umass.edu/it/security/acceptable-use-policy>
- Board of Trustees Use Policies <https://www.umassp.edu/bot/policies>

If the Amherst Campus File Custodian has additional policies for usage of the data, I will abide by those policies. I also understand that any login ID/passwords I use to access University data is confidential, should not be shared, and that I am responsible for creating secure passwords.

Employee Signature: _____ Signature Date _____
E-sign or wet signature

For HR Direct training please create a [salesforce/ Ask HR case](#), Topic: "HR Direct Training"

Completed & signed requests should be sent to HR Data Custodian, Division of Human Resources, 325 Whitmore Administration Building or by creating a [salesforce/ Ask HR case](#), Topic: "HR Direct Security" (Faxed copies are not acceptable)

HR Data Custodian Approval _____ Signature Date _____