

**California State University, Long Beach**  
**PeopleSoft HR System Access Form-HR Users/Timekeepers & Approvers**

Print Name of Requestor (Person Requiring Access)

Department ID/Name

Requestor's Phone Ext

Print Requestor's Supervisor's Name Requestor's

Employee (Campus) ID Requestor's

E-mail Address

Check the box(es) that apply for the access you need. Send the completed original with a signed HR Confidentiality Form Attn: Security Coordinator, Brotman Hall 188. A fully completed form must be received prior to attending training. For help in completing the form, call 5-2480.

**NEW/REVIEW ACCESS** (check this option if establishing access for the first time or reviewing access as required for security audits)

**CHANGE ACCESS** (check this option to change access – include all access required, as if “re-requesting” access)

**DELETE ACCESS** (check this option when an employee no longer works for CSULB or changes jobs)

**HR USERS**

USER	SECURITY ROLE	DESCRIPTION	DEPARTMENT
DEAN /DIVISION MGR	DEAN	Dean/Division Manager Limited Access – No Confidential Information.	
DEPARTMENT CHAIR	DEPARTMENT CHAIR	Department Chair Access (Same as above)	
ASM/COLLEGE & STAFF	HRUSER 2	ASM /Division/College User Access – Confidential	
DEPARTMENT STAFF	HRUSER 1	Department Level User Access - No Confidential	
CLEARANCE	LBHRCLR	Clearance: To verify employment/ review end dates for temporary employees - No Confidential	
PARKING SERVICES	LBHRPARK	CBID – Job Labor	
INSTITUTIONAL RESEARCH	LBHIR	Institutional Research- No Confidential	
ADD USER TO CS LINK	HRCSLINK – HRUSER 1	HR Standard Reports w/o Payroll Reports. For Payroll Reports you need access to CFS Data Warehouse.	

**TIME REPORTING AND APPROVAL PROCESS**

USER	SECURITY ROLE	DESCRIPTION	DEPARTMENT
<b>SALARIED</b> Approver cannot enter time in the month she/he approves entries	LBHRTEASAL LBHRTASAL	Time Entry Role Approver Role	
<b>HOURLY</b> Approver cannot enter time in the month she/he approves entries	LBHRTEPOS LBHRTAPOS	Time Entry Role Approver Role	
<b>STUDENT</b> Approver cannot enter time in the month she/he approves entries	LBHRTESTU LBHRTASTU	Time Entry Role Approver Role	

**FACULTY AFFAIRS**

USER	SECURITY ROLE	DESCRIPTION	DEPARTMENT
TEMP FACULTY DEPARTMENT	LBHRTFDEPT	Temp Faculty at department level	
SUMMER SESSION REPORTS	LBHAPSS	Summer Session Reports	
FACULTY REVIEW REPORTS	LBHAPFR	Faculty Review Reports	
DEPT FACULTY ELIGIBILITY REPORTS	LBHRAPFRDEPT	Eligibility Report for Department Users	

I have read & will comply with all provisions for security & protecting the confidentiality of employment data per CSULB and State Law requirements. An administrator's signature certifies my business need for the HR system access requested. I have permission to attend training prior to being granted a system password.

Signature of Person Requesting Access

Date

Academic Personnel Approval

Date

Signature of Supervisor

Date

Division/College Authorization

Date

Director, HR Tech Support Services

Date

Vice President, Administration & Finance

Date

**FOR INTERNAL USE ONLY - HR Operator Security Access Setup – Actions**

HRM Timekeepers email list. \_\_\_\_\_

HRUSERS add to CMS-HR email list. \_\_\_\_\_

Notify User to register for training. \_\_\_\_\_

HR ROLE NAMES: \_\_\_\_\_

**INDICATE GENERAL PERMISSION LISTS:**

NAVIGATOR HOME PAGE: PPLBGEN \_\_\_\_\_

PRIMARY PERMISSION LIST: PPLBGEN \_\_\_\_\_

PROCESS PROFILE: LBPRCEN \_\_\_\_\_

ROW SECURITY: \_\_\_\_\_