



# California State University, Long Beach

## PeopleSoft HR System Access Form-HR/Timekeepers'('Cr r t qxgtu

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 Email Address

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

After 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 DEPARTMENT CHAIR	<input type="checkbox"/> DEAN <input type="checkbox"/> DEPT CHAIR	Dean/Division Manger Access-No Confidential Information Same as above	
ASM/COLLEGE & STAFF	<input type="checkbox"/> HRUSER 2	ASM/Division/College User Access-Confidential	
DEPARTMENT STAFF	<input type="checkbox"/> HRUSER 1	Department Level User Access-No Confidential	
CLEARANCE	<input type="checkbox"/> LBHRCLR	To verify employment/review end dates for temporary employees-Confidential	
PARKING SERVICES	<input type="checkbox"/> LBHRPARK	CBID-Job Labor	
INSTITUTIONAL RESEARCH	<input type="checkbox"/> LBHIR	Institutional Research-No Confidential	
AD USER TO CS LINK	<input type="checkbox"/> HRCSLINK-HRUSER 2 <input type="checkbox"/> HRCSLINK-HRUSER 1	HR Standard Reports-w/Payroll Detail Rpts HR Standard Reports-w/o Payroll Detail Rpts	

### TIME REPORTING AND APPROVAL PROCESS

USER	SECURITY ROLE	DESCRIPTION	DEPARTMENT
SALARIED <i>Approver cannot enter time in the month she/he approves entries</i>	<input type="checkbox"/> LBHRTESAL <input type="checkbox"/> LBHRTASAL	Time Entry Role Approver Role	
HOURLY <i>Approver cannot enter time in the month she/he approves entries</i>	<input type="checkbox"/> LBHRTEPOS <input type="checkbox"/> LBHRTAPOS	Time Entry Role Approver Role	
STUDENT	<input type="checkbox"/> LBHRTESTU <input type="checkbox"/> LBHRTASTU	Time Entry Role Approver Role	

### FACULTY AFFAIRS

USER	SECURITY ROLE	DESCRIPTION	DEPARTMENT
TEMP FACULTY COLLEGE	<input type="checkbox"/> LBHRTFCOL <input type="checkbox"/> LBHRTFDEPT	Temp Faculty processing at college level Temp Faculty at department level	
SUMMER SESSION RPTS	<input type="checkbox"/> LBHAPSS	Summer Session Reports	
FACULTY REVIEW RPTS	<input type="checkbox"/> LBHAPFR	Faculty Review Reports	
DEPT FACULTY ELIGIBILITY RPTS	<input type="checkbox"/> LBHRAPFRDEPT	Eligibility Report for Department Users	

I have read and will comply with all provisions for security and 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

Staff / Academic Personnel Approval

Date

Signature of Appropriate Administrator

Date

Division / College Authorization (optional)

Date

Director, HR Technical Support

Date

Vice President, Administration & Finance

Date

<b>For Internal Use Only - HR Operator Security Access Setup – Actions</b>	
<i>Date Form Received:</i>	
<input type="checkbox"/> Notified <a href="mailto:royama@csulb.edu">royama@csulb.edu</a> to add EE to CMS-HR group email list.	<input type="checkbox"/> Notify User to register for training / Date Notified:
<input type="checkbox"/> Establish/Update User ID as follows:	<input type="checkbox"/> Training Completed:
HR ROLE NAMES:	
INDICATE GENERAL PERMISSION LISTS:	
<u>NAVIGATOR HOME PAGE:</u> PPLBGEN	<u>PRIMARY PERMISSION LIST:</u> PPLBGEN
<u>PROCESS PROFILE:</u> LBPRCGEN	<u>ROW SECURITY:</u>