



## CUNYfirst HCM User Access Request Form - Production

Please Note: This is a required form to gain access to the PeopleSoft system, and must be requested by the employee's manager. No employee may request access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the Effective Date of the personnel action.

### EMPLOYEE INFORMATION SECTION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

CUNYfirst User ID: \_\_\_\_\_ Empl ID: \_\_\_\_\_ Job Title: \_\_\_\_\_

Business Unit / Campus \_\_\_\_\_ Dept Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ CUNY email address: \_\_\_\_\_

### CONFIDENTIALITY STATEMENT (Must be signed by the Employee):

I understand that the data obtained from any CUNYfirst system is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HUMAN RESOURCES (HCM & TAM) FUNCTIONAL AND SECURITY ROLES		
	Add	Remove
<b>Campus HR Roles</b> (Access is for PRIMARY CAMPUS only unless otherwise noted)		
Campus President		
Department Head		
Manager		
HR Person-Summary View Only		
HR Administrator		
HR Manager		
HR Analyst 1		
HR Analyst 2		
HR Inquiry		
Affirmative Action Officer		
I9 Coordinator		
Labor Administrator		
Payroll Workflow		
Benefits Worklist		
Budget Officer		
Budget Analyst		
College Commitment Accounting Coordinator		
Functional Config - View Only		
College Payroll Administrator		
College Benefits Administrator		
<b>Campus Recruiting Roles</b> (Access is for PRIMARY CAMPUS only unless otherwise noted)		
Hiring Manager		
Recruiter		
Recruiter Administrative Assistant		

\*Required roles not listed here should be requested in the SPECIAL CONSIDERATIONS section \*

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## \*\*\* Data Permissions (SACR) Security \*\*\*

Student Financials SACR security is only needed if employees are assigned the Budget Officer, Budget Analyst or College Commitment Accounting Coordinator role and, as part of their job function, will update the Department Budget Table. In order to receive this security, the Budget Officer must sign-off on this security assignment.

Secure Student Financials SACR SetID Security Type			
<input checked="" type="checkbox"/> Share	<input type="checkbox"/> COSEN	<input type="checkbox"/> HTR01	<input type="checkbox"/> NCC01
<input type="checkbox"/> BAR01	<input type="checkbox"/> CSI01	<input type="checkbox"/> JJC01	<input type="checkbox"/> QCC01
<input type="checkbox"/> BCC01	<input type="checkbox"/> CTY01	<input type="checkbox"/> KCC01	<input type="checkbox"/> QNS01
<input type="checkbox"/> BKL01	<input type="checkbox"/> GRD01	<input type="checkbox"/> LAG01	<input type="checkbox"/> SOJ01
<input type="checkbox"/> BMC01	<input type="checkbox"/> HCS01	<input type="checkbox"/> LAW01	<input type="checkbox"/> SPS01
<input type="checkbox"/> COCOM	<input type="checkbox"/> HOS01	<input type="checkbox"/> MEC01	<input type="checkbox"/> YRK01

### FOR EMPLOYEE:

Last Name:

First Name:

Date of Security Activation:

**OR:**

Date of Security Deactivation:

### MANAGERIAL REQUEST:

Business Unit:

Department:

Requesting Manager Last Name:

First Name:

Requesting Manager: Signature:

Date:

### HCM/TAM ROLE APPROVAL:

HR Director Last Name:

First Name:

HR Director Signature:

Date:

### COMMITMENT ACCOUNTING COORDINATOR ROLE & SACR SECURITY APPROVAL:

Budget Officer Last Name:

First Name:

Budget Officer Signature:

Date:

### SPECIAL CONSIDERATIONS OR COMMENTS: (List additional roles required below)
