HUMAN RESOURCES
VANDERBILT

HR System Access Request Form

Security Administration, Human Resources

For additional instructions and information, log onto http://hr.vanderbilt.edu/security/

Operator Information

Name

HR Employee ID	VUnet ID

Work Phone	Email Address

Job Title	Home Department Name/Number

Does the user have an e-password?   ○ *Yes*   ○ *No*

(e-password is required for system access)

Operator Signature

I acknowledge that the information to which I may be granted access is the property of Vanderbilt University and is to be kept confidential. I agree that I will not transfer the use of my Operator ID or password to another person and acknowledge that any violation of security or transfer of my Operator ID or password may result in disciplinary action that might include termination.

Operator Signature: *Date:*

Supervisor Signature

I understand it is my responsibility to review with the operator the PeopleSoft panels to which he/she will have access, the confidential nature of information contained in these panels; and the consequences of violating confidentiality and/or transferring an operator ID and password to another person.

Print: _____

Signature: *Date:*

Access Information

Effective Date of Access

Action Requested (check only one):
○ *New Access*   ○ *Revise Access*   ○ *Delete Access*

Database Access Requested:
☐ **HRPROD**   ☐ **PIPROD**   ☐ **Employment Verification**

Comments:

Department Security Requested
Please list the Home Department number(s) or the DPVU the operator should have access to view.

For a list of Home Departments or current DPVU's, go to http://hr.vanderbilt.edu/security/

Security Role Requested
Please list the Security Role(s) the operator should have.

For a description of available roles, go to http://hr.vanderbilt.edu/security/

Items Below For Completion by Security Administrator(s) Only

Approval by HR Application Trustee

Signature: **Date:**

Completed by HR Security Administrator

Completed By		
Date Completed	**Date Notified**	**Date Received in HR**
Added To ○ *Listserv* ○ *Security Database*		