



PeopleSoft HR (PSHR) Electronic Workflow Web Access Authorization

Human Resources

Please type or print all requested information. Submit your completed form to Human Resources 1300 Seibert Administrative Building Mailstop 5217, Attn: Mary Jo Ward or FAX to 387-3441. If you have any questions about completing this form, contact HR at 387-3620.

Once the authorization has been processed, the appropriate web link, documentation and passwords will be forwarded to you.

Employee/Department Information:

Last Name _____ First Name _____
Department Name _____ DeptID _____ Phone _____
Email Address _____ Employee ID _____

I understand I must hold confidential information in trust and confidence, and am subject to disciplinary action if I am found in violation of the confidentiality policy.

Authorizing Signatures:

Employee _____ Date _____

Supervisor _____ Date _____

Dean or Vice Provost _____ Date _____
(required if the request comes from an Academic department)

Office Use only: Pos# _____ LDAP _____ E-mail sent _____