



PeopleSoft HCM End User Access Request Form Help

Use this form to request or change PeopleSoft HCM access for an employee. Use of this form is restricted to Managers/Reports To and Above. Employees cannot submit a *PeopleSoft HCM End User Access Request Form* on their own behalf.

Requestor's Information

As the requestor, enter data into the following fields:

First Name – enter your first name.

Last Name – enter your last name.

HU Email – enter your Howard University email address.

Office Phone – enter your office telephone number.

Department ID# - enter your department's numerical identification code.

Dept/College – enter the name of your department or college.

Employee's Information

Enter data regarding the user for whom you are requesting access in the following fields:

First Name – enter the user's first name.

Last Name – enter the user's last name.

HU Email – enter the user's Howard University email address.

Office Phone – enter the user's office telephone number.

Dept/College - enter the name of the user's department or college.

PeopleSoft ID – enter the user's PeopleSoft ID. This number can be found on the front of the user's HU Identification Card. It is typically an 8-digit number.



Action Requested

- **Add New Access** – select this option if the user does not currently have PeopleSoft HCM access.
- **Remove Access** – select this option to remove the user's PeopleSoft HCM access.
- **Change Access** – select this option to change the user's existing PeopleSoft HCM access.

Select PeopleSoft Task(s) to be Performed by the User

Select the action(s) the user is required to perform in PeopleSoft

- **ePAR**

Select one of the following roles if the user will perform ePAR actions:

- **ePAR Initiator**
- **ePAR Requestor**
- **ePAR Approver**
- **View Only**

- **Time Management**

Select one of the following time management actions the user will perform

- **Time Entry**
- **Time Approval**

Select one of the following options pertaining to the time management action the user will perform:

- **For Entire Dept** – select this option if the user will perform the selected time management action for the entire department.
- **For Reports To** – select this option if the user will perform the selected time management action solely for employees in the reporting chain of command.



- **Job Information (View-Only)**

- **Job Data w/Compensation** – select this option if the user needs to view employees' job data including compensation.
- **Job Data w/o Compensation** – select this option if the user needs to view employees' job data without compensation.
- **Personal Data** – select this option if the user needs to view employees' personal data.

- **Delegated Authority For**

Use this section to assign access rights to the user to perform tasks on behalf of another user.

- **Name** – name of individual for whom the user will perform PeopleSoft HCM tasks.
- **PeopleSoft ID** – PeopleSoft ID of the individual for whom the user will perform PeopleSoft HCM tasks.
- **Designee for All Functions** – select this option to delegate full access to the user to perform all tasks.
- **Designee for Limited Functions Selected Above** – select this option to delegate limited access to the user to perform only those tasks selected in the section(s) above.
- **System Designee** – select this option to have the user temporarily perform PeopleSoft tasks on behalf of another user.
- **Alternate Designee** – select this option to have the user listed as an alternate. As an Alternate Designee, the user's access will be interchangeable with the individual for whom he/she is a designee. For example, if John is Mary's Alternate Designee, transactions for Mary's department can be approved by either John or Mary.



Confirmation – as the user’s manager, you confirm that you have reviewed Howard University’s Confidentiality Agreement with the Howard University employee for whom you are requesting PeopleSoft HCM Access, and the employee has read, signed and agrees to abide by its terms and conditions.

Signature – click the signature field to digitally sign the request form.
Note: Review the Sign As field to ensure your name and Howard University email address are displayed correctly.

Date – select today’s date.

Submit Request – click the Submit Request button to send submit the request form.