



Security Access Form for PeopleAdmin

Name _____
Last First MI

Email _____ Work Phone # _____ Department _____

New User Change User Profile Delete

AMP SP Faculty

Access to PeopleAdmin is based on function. After reviewing the role definitions below, please select the one that best describes what your functional role will be in PeopleAdmin.

Initiator

Dean of Students

Associate Provost

Chair/Supervisor

President/VP

EOP

Dean/Director

VP Research

Human Resources

Initiator - Person responsible for creating or updating Position Descriptions; and/or requesting job postings and reviewing applicants for those postings.
Chair/Supervisor - All of the functions of an initiator, plus approval rights on tasks of initiators in their area of responsibility.
Dean/Director - Same as above, plus approval rights over Chair/Supervisor level.
Dean of Students - Same as above, plus approval rights over Dean/Director level, below VP of Student Affairs.
President/VP - All functions of the first 3 roles above, plus approval rights over Dean/Director and in the case of Student Affairs, over the Dean of Students.
VP Research - Approval level for grant-related items.
Associate Provost - Approval level for faculty positions.
EOP - Role reserved for Equal Opportunity Programs personnel.
Human Resources - Role reserved for Human Resources personnel

Reserved for Dean/Director, Department Chairperson, or other high level authority:
I authorize PeopleAdmin (HR's online Position Description and Job Recruitment system) access for the individual named above:

Name (Typed or Printed)	Department
Authorizing Signature	Date

Reserved for Human Resources: **NOTE: Access may be authorized for official use only.**

Authorized By: _____

Print	Signature	Date
-------	-----------	------