

## UCF Human Resources PeopleSoft HCM Security Request

*For single user security updates. To review/update security access for your entire area of responsibility, please reach out to HRIS@ucf.edu*

### User Information

Employee Name: \_\_\_\_\_

UserID: \_\_\_\_\_

Home Department #: \_\_\_\_\_

EmplID: \_\_\_\_\_

Does the employee currently have security access in PeopleSoft HCM?

Yes

No

### Department Security

Please choose the desired department security for the user within HCM. This will supersede any prior security requested for this user. For a full list of available security levels, visit <https://hr.ucf.edu/row-security/>.

Department Security \_\_\_\_\_

### Add/Update Roles

Please identify the role(s) needed for the user below. For additional information regarding the available roles, visit [https://hr.ucf.edu/hcm\\_security/](https://hr.ucf.edu/hcm_security/).

Departmental Research: \_\_\_\_\_

Payroll - Salary Supplements: \_\_\_\_\_

Budget: Labor Funding: \_\_\_\_\_

Budget: Salary Cost Transfers: \_\_\_\_\_

### Security Acknowledgement and Approvals

As an employee of the University of Central Florida, I accept the responsibilities of having security in PeopleSoft HCM for Electronic Personnel Action Forms (ePAFs), Payroll, and/or other functions as defined by UCF Human Resources. I understand that my security is for use in administrative support only, and any other uses of this access are strictly prohibited. Further, I understand that Human Resources reserves the right to terminate my security for improper or illegal use. I understand that my request will be processed in accordance with UCF and HR policy.

Employee Signature: \_\_\_\_\_

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

By approving this form, I acknowledge that I have the authority to make financial and/or personnel decisions on behalf of the department or organizational entity above.

Approval: \_\_\_\_\_

(Supervisor or Department Head)

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

*Completed forms should be sent to Human Resources Information Systems at HRIS@ucf.edu*