

UCF Human Resources
PeopleSoft HCM Security Request - University Wide Security Level

User Information

Employee Name: _____ UserID: _____

Home Department #: _____ EmplID: _____

Does the employee currently have security access in PeopleSoft HCM? Yes No

Please attach employee's "Employee Security Roles" Self Service Report.

Department Security

Users will be granted the ability to complete eForms for employees within all UCF Home Departments. Once submitted, the form will be routed to the employee's home department for approval. Users will not have the ability to originate or approve any other type of HR eForm or ePAF.

Add/Update Roles

Please identify the role(s) needed for the user below. For additional information regarding the available roles, as well as required training, visit https://hr.ucf.edu/hcm_security/.

Payroll - Salary Supplements: _____

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.

I acknowledge that completing and submitting this form may result in the removal of my current existing security roles.

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. I recognize that while this employee maintains the University wide eForm role(s), they will not be eligible for other HR eForm or ePAF role(s), and other access may be restricted.

Approval: _____ Date: _____
(Supervisor or Department Head)

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

HRIS: Users requesting GT Salary Supplement UCF must also be granted GT Pyl Preparer; Users requesting GT Salary Cost Transfer UCF must also be granted GT SCT Originator. All other eForm roles must be removed prior to adding these roles and updating the row level security to DX. Removing other roles may also be required upon review.