

Central Approvals		
Human Resources:	<input type="text"/>	
Information Tech Svcs:	<input type="text"/>	
Security Administration:	<input type="text"/>	

HR Access Request Form

for HRIS, PeopleAdmin, PASS, eReports, WebAMI and HR Data Warehouse

All Sections (A-F) To Be Completed by Requesting Unit:

A. Type of Request:

New User (does not currently have access to HRIS, PASS, eReports or fame PD3 eReport)

Change to existing user (training may be required) Access Termination

B. User Information:

Name: _____ Employee NYUID: _____

School/Unit: _____ RACF ID: _____

Department: _____ NetID: _____

NYU Extension: _____

C. Request is for:

(1) HRIS		
Inquiry/History	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
Update	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
(2) PASS		
Requester	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
HR Rep/Coordinator	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
Finance Officer	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
Academic/Admin	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
Delegate	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
(3) Hyperion/Brio Reporting		
HR Standard Reports	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
HR Ad-hoc Reports	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
(4) WebAMI		
Requester	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
HR Officer	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
Finance Officer	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
(5) PeopleAdmin		
HR Officer	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
Finance Officer	<input type="checkbox"/> Add	<input type="checkbox"/> Remove

D. Population that should be available to this user:

(1) Check one option **OR**, list all specific dept numbers or ranges:

Entire University

Entire School

Entire VP Unit

(2) All Object Codes

OR, the following object codes, check all that apply:

100 <input type="checkbox"/> Add <input type="checkbox"/> Remove	102 <input type="checkbox"/> Add <input type="checkbox"/> Remove
110 <input type="checkbox"/> Add <input type="checkbox"/> Remove	112 <input type="checkbox"/> Add <input type="checkbox"/> Remove
104 <input type="checkbox"/> Add <input type="checkbox"/> Remove	103 <input type="checkbox"/> Add <input type="checkbox"/> Remove
114 <input type="checkbox"/> Add <input type="checkbox"/> Remove	113 <input type="checkbox"/> Add <input type="checkbox"/> Remove
106 <input type="checkbox"/> Add <input type="checkbox"/> Remove	101 <input type="checkbox"/> Add <input type="checkbox"/> Remove
116 <input type="checkbox"/> Add <input type="checkbox"/> Remove	111 <input type="checkbox"/> Add <input type="checkbox"/> Remove
107 <input type="checkbox"/> Add <input type="checkbox"/> Remove	130 <input type="checkbox"/> Add <input type="checkbox"/> Remove
117 <input type="checkbox"/> Add <input type="checkbox"/> Remove	131 <input type="checkbox"/> Add <input type="checkbox"/> Remove
115 <input type="checkbox"/> Add <input type="checkbox"/> Remove	541 <input type="checkbox"/> Add <input type="checkbox"/> Remove
118 <input type="checkbox"/> Add <input type="checkbox"/> Remove	542 <input type="checkbox"/> Add <input type="checkbox"/> Remove
119 <input type="checkbox"/> Add <input type="checkbox"/> Remove	

E. Comments:

F. Approved by:

Vice President/Dean or Director of School/Unit

Note: Training is required before using the HR systems. Once PASS, HRIS, or Reporting access has been established, the user will be contacted regarding training.

Routing Instructions: Send the completed request form to
Human Resources, Applications and Projects, 105 E. 17th St., 1st Floor, New York, NY 10003

PASS ROLES

An individual may have multiple roles however only a REQUESTOR can initiate a personnel action request.

Requestor	An individual who submits personnel action requests on-line.
HR Rep/Coordinator	One or more individuals in a unit who approve, modify, or need to be notified for specified personnel action requests. The individual(s) assigned to this role is responsible for setting up and maintaining in PASS FlexRoles (the approvals and/or notifications required for each type of personnel action for their unit).
Requestor	One or more individuals in a unit who are responsible for monitoring the fiscal affairs of the unit and approve, modify, or need to be notified for specified personnel action requests.
Academic / Admin Officer	One or more individuals in a unit who approve, modify, or need to be notified for specified personnel action requests
Delegate	An individual in a unit who is not assigned to one of the standard FlexRoles but who may approve personnel action requests on a periodic basis such as during vacation periods or who may become an approver if a FlexRole approver wishes to delegate approval for a specific transaction.

WebAMI ROLES

Functionality available to each role

AMI Requester	<ul style="list-style-type: none"> - Enter transactions online - Download/Upload roster of employees to excel - Run variety of verification reports
AMI HR Officer	<ul style="list-style-type: none"> - Enter transactions online - Download/Upload roster of employees to excel - Run variety of verification reports - Forward entered transactions to Central Approvers (Compensation or OAA)
AMI Finance Officer	<ul style="list-style-type: none"> - Run variety of verification reports.

Hyperion Reporting (Brio) ROLES

Functionality available to each role

HR Standard Reports	HR Standards Reports provide the user with a library of common reports available in an easy to use dashboard environment that does not require knowledge of the Hyperion/Brio reporting application.
HR Ad-hoc Reports	HR Ad-hoc Reports provide the user with the capability to create reports from scratch using the Hyperion/Brio reporting environment and its extensive functionality.

PeopleAdmin ROLES

Functionality available to each role

PeopleAdmin HR Officer	Can access Position Description and Applicant Tracking modules of PeopleAdmin and initiate/approve position actions, create requisitions, and initiate hiring proposal.
PeopleAdmin Finance Officer	Can access Position Description module of PeopleAdmin to approve position actions.

For ITS and Security Administration Only:

HR Standard Reports	Brio Folder/Group: HR Standard Reports; dbRole: HR_Canned_Reporting_Role
HR Ad-hoc Reports	Brio Folder/Group: HR Custom Reports; dbRole: HR_Adhoc_Reporting_Role