



# HR PeopleSoft Central Office User Security Access Form

Supply the information requested below to request access to PeopleSoft. Email completed form to [IT-APPSEC-Requests@ou.edu](mailto:IT-APPSEC-Requests@ou.edu).

User Creation    User Transfer    User Revision (explain) \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 User's Name (Last, First, MI): \_\_\_\_\_ EMPL ID: \_\_\_\_\_  
 User's Email Address: \_\_\_\_\_ Department: \_\_\_\_\_  
 User's Status:    OUHSC Employee    Norman Employee    OU-Tulsa Norman Employee    OU-Tulsa HSC Employee  
 List all HR Departments user needs to access: \_\_\_\_\_

Dean/Dept. Head/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean/Dept. Head/Designee Name (print) \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
 Title: \_\_\_\_\_

### Indicate below each role in which this user requires membership:

HUMAN RESOURCES USERS			
Benefits Administrator	GT Compensation	GT ePAF CI	HR Inquiry
Benefits Analyst	GT Compensation 2	GT IFSS VISA Office	HR Job Group Setup
Benefits Generalist	GT Employee Relations	GT Records	HR Leave Administrator
Benefits Manager	GT Employment	GT Regents Staff	HR Manager
Benefits Technician	GT Export Controls	GT Retirement	HR Payroll Administrator
Compensation	GT FMLA	HR ACA Coordinator	HR Records Manager HR
EmplID/Eligibility Lookup	GT eForms Functional	HR Administrator	Training Administrator
Employee Training Coordinator	GT eForms Technician	HR Data Owner	Query Designer
Employee Training Inquiry	GT eForms Administrator	HR Direct Deposit	SSN Search
End User Query	GT ePAF Setup	HR Director	ATS Recruiter
			ATS Admin
OTHER			
Faculty Events	GT Regents Academic	Institutional Research	Equal Opportunity
GT Inquiry	Provost Office Manager	Employee Health	Officer HBC Sanctions
GT Provost	GT English Assessment (Norman)	Pharmacy Immunization	Staff Senate
GT Provost 2	Police Chief / Legal Office	Pharmacy Immunization Entry	

Comments: \_\_\_\_\_

As the PeopleSoft data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Human Resources Office Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PAYROLL CORE USERS			
GT Payroll	OU Workforce Admin (Norman)	Payroll Manager	EcoTime Update (HSC)
OU Payroll NRA Specialist	Payroll Administrator	Payroll Processors	Risk Management
OU Payroll W2 Admin	Payroll Clerk\Tech	EcoTime Inquiry (HSC)	Query Designer

Comments: \_\_\_\_\_

As the PeopleSoft data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Payroll Services Office Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GRANTS & CONTRACTS/FINANCIAL SERVICES			
Grants Administrator	Grants User	GT Budget Office	ProCard Staff
Grants Query User	GT Grants and Contracts	General Ledger Administrator	Project Support

Comments: \_\_\_\_\_

As the PeopleSoft data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Financial Services Office Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application security access privileges granted by: \_\_\_\_\_ Date: \_\_\_\_\_

User ID: \_\_\_\_\_ Data Permission List: \_\_\_\_\_