



# HR PeopleSoft Department 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:    OUHC Employee    Norman Employee    OU-Tulsa Norman Employee    OU-Tulsa HC 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			
College Compensation Coord (HC) Employee Lookup	End User Query I9 Employer Rep (HC)	PRC Reviewer	<b>PageUp Applicant Tracking System</b> Choose only one: ATS Preparer ATS Approver ATS HiringManager
<b>eForms General</b> GT CMT Coordinator (HC) GT COM Coordinator (HC) GT GME Coordinator (HC) GT Grad College Coordinator (HC) GT ORA Coordinator (HC) GT VP - Norman	<b>eForm: ePAF</b> GT ePAF Initiator GT ePAF Dept Approver 1 GT ePAF Dept Approver 2 GT ePAF College Approver 1 GT ePAF College Approver 2 GT ePAF College Approver 3 (COM)	<b>eForm: Funding Change</b> GT FC Initiator GT FC Dept Approver 1 GT FC Dept Approver 2 GT FC College Approver 1 GT FC College Approver 2 GT FC College Approver 3 (COM)	*Note: Same dept access is given in PageUp unless full campus or university. Then indicate PageUp depts in comments.
Comments: _____			
As the PeopleSoft data owner, I hereby authorize the access privileges indicated above for the user identified herein.			
HR Office Authorized Signature: _____			Date: _____

PAYROLL		
Dept. Payroll Coord./Entry Dept. Payroll Coord./Approval Dept. Payroll Inquiry	<b>eForm: Add Pay</b> GT AP Initiator GT AP Dept Approver 1 GT AP Dept Approver 2	GT AP College Approver 1 GT AP College Approver 2 GT Dean Director (HSC VP)
Comments: _____		
As the PeopleSoft data owner, I hereby authorize the access privileges indicated above for the user identified herein.		
Payroll Office Authorized Signature: _____		Date: _____

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

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