



## PeopleSoft HCM Human Resource Access Form

- (1) Complete this form and have it signed by an authorizing signature
- (2) Attach completed form to the ServiceNow ticket

### Employee/Affiliate Contact Information

<b>EmplID (USC ID)</b>	
<b>Last Name</b>	
<b>First Name</b>	
<b>Department ID</b>	
<b>Dept./College/Division Name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Campus/Operating Unit</b>	
<b>Network ID</b>	

Request updates to the employee's PeopleSoft access based on the person's job responsibilities:

**Human Resources System (Roles)**- consult your College Division HR Contact for Department numbers

- Columbia Campus College/Division HR Contact** - Access to Job Data with History, Current Job Page, HR Query Access, HR Reports, Process Monitor Access, HR Job Data Global Search
- Aiken, Beaufort, Palmetto, Upstate Campus College/Division HR Contact** - Access to Job Data with History, Current Job Page, HR Query Access, HR Reports, Process Monitor Access, HR Job Data Global Search
- Department HR Contact at all Campuses** - Access to Current Job Page, HR Query Access, HR Reports, Process Monitor Access, HR Job Data Global Search

**Requesting Access to the Following Departments** (6-digit PeopleSoft Department ID is REQUIRED)

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### Human Resources Workflow Access Roles

- Initiator** - ability to create transactions for the following HR Actions: Dual, Affiliates, Additional Pay, Job Change, Status Change, and Students

\_\_\_ Student    \_\_\_ Employee

**Which transactions are you requesting the ability to initiate for:** \_\_\_\_\_

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**Campus/Department Approver 1** - Approver HR Actions

**Campus/Department Approver 2** - Approve HR Actions

**Requesting Access to the Following Departments (6-digit PeopleSoft Department ID is REQUIRED)**

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**Remove Roles:**

Roles to be removed: \_\_\_\_\_

**Other:** Please explain

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User Agreement for Responsible Use and Confidentiality of Data, Technology, and user Credentials

I have completed the Securing the Human training, and I understand that by virtue of my employment or relationship with the University of South Carolina (UofSC), I may have access to University Technology Assets, including data, technology, user credentials, and other assets, which must be protected according to laws, regulations, policies, procedures and guidelines. This includes being granted access to Payroll data for my department.

My signature below denotes that I have read and understand my responsibilities as outlined in the following UofSC policies and others available on the UofSC policy website <http://www.sc.edu/policies/>:

- UNIV 1.51      Data and Information Governance
- UNIV 1.52      Responsible Use of Data, Technology, and User Credentials
- ACAF 3.03      Handling of Student Records
- FINA 4.11      Credit/Debit Card Processing and Security
- HR 1.22        Telecommuting
- HR 1.69        Official Personnel Files and Records Release
- IT 3.00        Information Security
- LESA 3.06      Reporting Loss or Theft of University Property

I acknowledge that unauthorized access or disclosure, through my deliberate actions or negligence, of any data, information, technology, user credential, or another asset could subject me to criminal and civil penalties imposed by law. I further acknowledge that unauthorized disclosure or access may also constitute just cause for disciplinary action. In the event access is determined to be contrary to university policy or applicable law, appropriate measures will be taken, including referral to student, employee, or faculty disciplinary processes. If I am ever in doubt about my responsibilities regarding UofSC data, technology, user credentials, or other assets involving Payroll data, I will immediately consult the Payroll Data Stewards.

_____	_____
Employee/Affiliate Signature	Date
_____	_____
Chancellor, Dean, VP, or Dept. Head Signature	Date
_____	
Print Chancellor, Dean, VP, or Dept. Head Name	
_____	_____
Human Resources Data Steward Signature	Date
_____	
Print Human Resources Data Steward Name	

This is located on the following site: [https://scprod.service-now.com/kb\\_view.do?sysparm\\_article=KB0011201](https://scprod.service-now.com/kb_view.do?sysparm_article=KB0011201)