# OneUSG Connect/Human Resources Information System (HRIS)
## Security Access Request Form

<table>
<thead>
<tr>
<th>Request for:</th>
<th>☐ New User</th>
<th>☐ Change of Access</th>
<th>☐ Termination of Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td>Panthercard ID:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee ID:</td>
<td>Campus ID:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College or VP Area:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Email:</td>
<td>Campus Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Name:</td>
<td>Department Budget ID:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## REQUESTED ACCESS

### Security Access
- ☐ Departmental Inquiry
- ☐ PPGRA Access
- ☐ MFE Access**
- ☐ HRAC Access**
  **Requires special approval

### MSS Access (Training Required)
- ☐ MSS Access

### Numara Clearance Access
For getting access to Clearance Form system please submit a ticket to IIT Technology Service Desk system at help@gsu.edu

### Duplicate Access
(If you would like to copy the access of an existing user, please indicate their name here:)
- First Name: |
- Last Name: |

## BUSINESS FUNCTION

Please indicate how the requested access relates to your business function(s). *(Specialized access requests should be included here.)*

## DEPARTMENT/UNIT

Please list department numbers(s) or business unit for which you need access:
*(If you wish to have access to all department(s) in a business unit, you may list only the business unit for which you need access.)*

## APPROVAL

- Departmental Signature of Approval: __________________________ Date: __________
- *Admin. Officer/HRAC Signature of Approval: __________________________ Date: __________
- *Provost Area Signature of Approval: ☐ Approve ☐ Deny _______________ Date: __________
- *HRIS/Payroll Signature of Approval: __________________________ Date: __________

**HR Use Only:**
- PII Data and SSN Access: ☐ Yes (SSN 9 digits) ☐ No (SSN Last 4 Digits)
- Query Sensitive Data Access: ☐ Yes ☐ No

*Please send completed form to HR Payroll/HRIS Dept. 1 Park Place Suite 344, P.O. Box 3982 or FAX: 404-413-3301.
The employee will be notified by phone or email of the completion of their security setup.*

For Spectrum Use only:
* Spectrum Member: __________________________
* Class Granted: __________________________ Row Level Security Granted: __________________________
* Email to Employee date: __________________________

(created 03/04/05 erj; revised 03/25/10 mkf; revised 06/25/2014 atl; revised 03/05/2018 rae; 06/29/2018 as)