



OneUSG Connect/Human Resources Capital Management (HCM) Security Access Request Form

Request for:

New User

Change of Access

Termination of Access

Employee Name:		Panthercard ID:	
Employee ID:		Campus Email:	
College or VP Area:		Campus Phone:	
Department Name:		Department Budget ID:	

REQUESTED ACCESS

Security Access HR Departmental Inquiry# PPGRA Access MFE Access** HRAC Access** MSS Access **Requires special approval	HR OR T&L Access T&L Dynamic Group Access# #Specify access level at Department/Unit below	Handled by HRIS Clearance Form Access Departmental Access Administrative Access Please specify role: Cashier Key Control Panthercard Exchange Library Parking HRIS to submit roles to help desk
Duplicate Access (Existing User Information) Name: _____ Employee ID: _____		

REQUESTED ACCESS

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

--

#DEPARTMENT/UNIT

For HR or T&L Requests, please list department number(s) or business unit for which you need access. (If you wish to have total access to all department(s) associated with a single business unit, you may list only the business unit for which you need access.)

APPROVAL ** REQUIRED**

Employee Supervisor: Name: _____	Signature: _____	Date: _____
HR Officer: Name: _____	Signature: _____	Date: _____
**Provost Area: Name: _____	Signature: _____	Date: _____
HCM/Records: Name: _____	Signature: _____	Date: _____
PII Data and SSN Access: _____		Query Sensitive Data Access _____

Please email completed form to oneusgsec@gsu.edu for HRIS/Payroll approval.

For Spectrum Use only

Name: _____ Signature: _____ Date: _____

OneUSG Connect/Human Capital Management (HCM) Security Access Request Form

Please type

First Name: _____ Last Name _____

Title: _____ Department: _____

Campus ID: _____ Panther Number: _____ HR Employee ID: _____

The Family Educational Rights and Privacy Act (FERPA) and university policy restrict the release of student information. Student information accessed through OneUSG Connect and extract files is available only to university faculty and staff and only when required for the performance of their duties. Users must have a legitimate educational interest. Penalties are severe for both the university and the user who violates a student's right to privacy.

Please type your job responsibilities specifically related to the requested access.

The request will not be processed without this information.

****REQUIRED****

As part of my duties and responsibilities as an employee at Georgia State University, I may be given access to OneUSG Connect. The privacy of information in these systems is protected by federal and state law and I acknowledge that it is my responsibility to maintain the privacy of those records and to only use the information for authorized purposes related to my work for Georgia State. I have read the guidelines for the use of these systems and understand all the requirements set forth in those guidelines. I understand that I may not share system passwords with other individuals except as expressly authorized by my supervisor. I understand that employees may not make changes to their own records, even for business purposes, and that making changes known to be false or misleading to any records is grounds for disciplinary action, up to termination. I further acknowledge that my failure to follow the guidelines may subject me to disciplinary action up to and including dismissal as well as possible legal action.

User Signature _____ Date _____