

HCM ACCESS REQUEST FORM

SEBS/NJAES Business Office

(Send completed form to your Business Office Accountant)

PLEASE REVIEW AND ACCEPT THE ON LINE AGREEMENT AT

<http://identityservices.rutgers.edu/agreement>

ONLY TYPE 1 AND TYPE 3 EMPLOYEES CAN REQUEST ACCESS. If this request is for a type 3 employee, attach a memo explaining the need for their access.

Employee Name: _____

Employee Empl ID: _____

Employee Type: _____

Departments (University Org number) needed:

Roles Requested:

_____ HR View OR _____ HR Preparer

_____ CA Preparer OR _____ CA Approver

_____ TL Time Keeper OR _____ TL Approver

Academic Roles:

_____ Academic Deans Admin _____ Academic Dept Teach _____ Academic Dept

Requestor (print name): _____

Phone: _____ Email: _____

Requestor Signature

Date

Chair/Director Signature

Date