ADP - HUMAN RESOURCES SYSTEM

REQUEST FOR: ☐ **NEW USER ACCESS**
                   ☐ **CHANGE OF ACCESS**

Employee Name: _____

Employee ID: _ _ _ _ _ _   **Campus Email:** _____

College or VP Area: _____**Campus Phone:** _____

Dept. Name and Number: _____

Human Resources Security Access:
Dept Inquiry Access ☐   **PPGRA Access** ☐   **MFE Access** ☐   **HRAC Access** ☐   **ADP Reporter Access** ☐

Please indicate the business functions required to complete your job if additional access is requested:
_____

_____

Please list Department number(s) or Business Unit needed for access. (*If you wish to have total access to all departments associated with a single business unit, you may list the business unit you need access)*

_____

_____

Copy Access of User (First & Last Name):_____

Departmental Signature of Approval: _____   **Date:** _____

Admin. Officer/HRAC Signature of Approval: _____   **Date:** _____

HR /Payroll Signature of Approval: _____   **Date:** _____

HR Use Only
Approvals: **Payroll Access** ☐ Yes ☐No_____   **ADP Reporter Access** ☐ Yes ☐ NO_____

SSN Access ☐ Full (All 9 digits) ☐ Mask (Last 4 Digits) ☐ No (No Access) _____

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: _____   Date Submitted to SSC: _____

Class Granted: _____   Row Level Security Granted: _____

SSC access granted reply date: _____   Email to Employee date: _____

(created 03/04/05- erj; revised 11/08/07 mkf; revised 01/22/08 AS; revised 7/10/08 mkf ; revised 10/07/09 wjc)

Human Resources Security Access Details:

Dept Inquiry – Department Inquiry access allows a user to view the following pages: job status, job information, job/pay location, compensation details, earnings distribution, employment information, campus address and Business unit information, and employee badge data (panther id and old peoplesoft emplid)

PPGRA Access – PPGRA access allows a user to view the following pages: PPGRA appointment entry and badge data, and Dept Inquiry Access which includes, job status, job information, job/pay location, compensation details, earnings distribution, employment information, campus address and Business unit information, and employee badge data (panther id and old peoplesoft emplid)

MFE Access – MFE access allows a user to view the following pages: All Access to MFE entry panels - Hire Employee, Quick update, manage Employee Competencies, MFE Events, faculty Contracts, Bulk Re-approver, and Badge data and Dept Inquiry Access which includes, job status, job information, job/pay location, compensation details, earnings distribution, employment information, campus address and Business unit information, and employee badge data (panther id and old peoplesoft emplid)

HRAC Access (HR Officer Access) - HRAC access allows a user to view the following pages: job status, job information, job/pay location, compensation details, earnings distribution, employment information, campus address and Business unit information, employee badge data (panther id and old peoplesoft emplid), PPGRA Entry Access, All Access to MFE entry panels (Hire Employee, Quick update, manage Employee Competencies, MFE Events, faculty Contracts, Bulk Re-approver).

ADP Reporter – View only access to ADP adhoc reports. You may request reports via HR Department or Spectrum office.

Department Number(s) and Business Unit access – This information is needed to determine what department(s) a user will need to view. If a user needs to view all departments in their Business unit they only select the Business unit they need access and not list all departments. Business Units are as follows: **AA000**- President, **AT000** – Athletics, **CA000** – College of Arts and Sciences, **CB000** – College of Business, **CE000** – College of Education, **CH000** – College of Health & Human Sciences, **CL000** – College of Law,**CP000**-Andrew Young School of Pol Studies,**DE000** – Development, **EA000** – External Affairs, **FA000** – Finance & Administration, **FB000** – Budget&Planning,   **FC000** – Comptroller, **FF000** – Facilities Management Services, **FH000** – Human resources Services, **FP000** – Police, **FX000** – Auxiliary & Support Services, **PL000** – University Library, **PT000** – Information & Technology, **RS000** – Research & Sponsored Programs, **SA000** – Student Services, **SD000** – Dean of Students, **SH000** – Housing.

Copy Access – Use this tab if you want a user to have the same access as another employee in your department or Business Unit.