

## PeopleAdmin7 Permissions Authorization Form – End Users

- All PeopleAdmin permissions must be requested and approved by the Dean/Department Head for every Org the user will be responsible for.
- PeopleAdmin users must be assigned to the Org **and each PCN for each position** they will be responsible for.
  - o Every Department User must be tied to the PCN **by name** in order to modify that position.
  - o **Users will be able to see all position details that they are assigned to, including salary information**
- **All information below is required, and users cannot be granted permissions until they have received training and submitted this form to Human Resources**

<b><u>Date:</u></b>	
<b><u>Employee Name:</u></b>	
<b><u>Employee Title:</u></b>	
<b><u>Department:</u></b>	
<b><u>Assigned Org(s):</u></b>	

- **User Types:** There are three main user types and they are listed in order of approval rights: **Department User**, **College/Department Operations User**, and **Executive User**. Each type is a different level and is another stop in the checks and balances of PeopleAdmin. **It is not recommended to have one employee listed as all three types of users without a trained PeopleAdmin backup user.**

- o **Please select the user type for this employee:**

\_\_\_\_\_ **Department User** - The department user can access and modify only positions (PCNs) assigned to them by the department user's name. **(If Department User Only please fill out table on page 2)**

\_\_\_\_\_ **College/Dept Ops User** - is a Department Manager, Director of Operations, or designee. The CDO user will have access to view, create or modify **All** Faculty, Staff, Admin, Temporary, or Federal work study positions under an assigned ORG(s) **inclusive of salary data.**

\_\_\_\_\_ **Executive User** - is defined as a Dean, Director or designee. The executive user will have access to view, create or modify **All** Faculty, Staff, or Admin positions under an assigned ORG(s) **inclusive of salary data.**

\_\_\_\_\_ **Budget Authority (For Budget Office Use Only)**

\_\_\_\_\_ **Sponsored Programs (For Sponsored Program Users Only)**

\_\_\_\_\_ **Financial Aid Officer (For FA Use Only)**

**For Department Users Only:** Please list below all PCNs this employee will be responsible for viewing and modifying. (The below table should be filled out **Only If** the designee will be a **Dept User Only and will not** have any other of the above mentioned User groups)

<b><u>Position Control Numbers (PCNs)</u></b>			

By signing below, I understand the employee authorized will have access to view and modify all information pertaining to the above listed PCNs, including salary information. I understand that all information viewed in PeopleAdmin is private and confidential, and is not to be shared or discussed with anyone that does not have the same access in PeopleAdmin.

\_\_\_\_\_  
(Print Name of Employee)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Position Title of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name of Dean/Dept Head)

\_\_\_\_\_  
(Signature of Dean/Dept Head)

\_\_\_\_\_  
(Position Title of Dean/Dept Head)

\_\_\_\_\_  
(Date)