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.
    - Every Department User must be tied to the PCN **by name** in order to modify that position.
    - *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**

Date:	
Employee Name:	
Employee Title:	
Department:	
Assigned Org(s):	

- **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.*

    - **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)

Position Control Numbers (PCNs)			

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)	**(Print Name of Dean/Dept Head)**
_____	_____
(Signature of Employee)	**(Signature of Dean/Dept Head)**
_____	_____
(Position Title of Employee)	**(Position Title of Dean/Dept Head)**
_____	_____
(Date)	**(Date)**