CALIFORNIA INSTITUTE OF TECHNOLOGY

Human Resources System Responsibilities Access Request

ADD ☐ CHANGE ☐ DELETE ☐

Employee☐ Temporary☐ Student☐ Consultant☐ _____ Other_____
(company name)

TO BE EFFECTIVE: Beginning date: ____/____/____
Ending date: ____/____/____ OR check if regular staff ☐

User Information:

Name: Last_____ First _____ Middle_____

Mail Code:_____ E-Mail:_____ CALTECH ID#_____

Phone Ext. _____ FAX_____

Department_____

Department Supervisor _____ Phone Ext._____

Group 1		YES	NO
HR Administrator	includes ZOOM to Labor	☐	☐
HR Benefit Billing	includes ZOOM to Labor	☐	☐
HR Gen	includes ZOOM to Labor	☐	☐
HR Mail Services	includes ZOOM to Labor	☐	☐
HR Mgr	includes ZOOM to Labor	☐	☐
HR Person Delete	includes ZOOM to Labor	☐	☐
HR Pyrl Administrator	includes ZOOM to Labor	☐	☐
HR Pyrl Process	includes ZOOM to Labor	☐	☐
HR Sr	includes ZOOM to Labor	☐	☐
HR View		☐	☐
HR FinGroup View		☐	☐
HR Registrar		☐	☐
HR Bursar		☐	☐

Web Applications:

Performance Evaluation - System Administration	☐	☐
Annual Salary Increase - HR Administration	☐	☐
Annual Salary Increase - System Administration	☐	☐

Group 2		
HR FPSO	☐	☐
HR FRO	☐	☐

Group 3		
HR Grad	☐	☐

REQUESTED BY: _____ Phone ext._____
(please print name)

APPROVED BY: Sandy Karhu or Anita Yanes (Group 1) or Stacey Scoville (Group 2) or Joseph Shepherd (Group 3)

signed:_____ dated:_____