

CALIFORNIA INSTITUTE OF TECHNOLOGY

**Human Resources System Responsibilities Access Request**

ADD <input type="checkbox"/>		CHANGE <input type="checkbox"/>		DELETE <input type="checkbox"/>	
Employee <input type="checkbox"/>	Temporary <input type="checkbox"/>	Student <input type="checkbox"/>	Consultant <input type="checkbox"/>	Other _____	
(company name)					
TO BE EFFECTIVE:		Beginning date: ___/___/___	Ending date: ___/___/___		
		OR		check if regular staff <input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>
HR Benefit Billing	includes ZOOM to Labor	<input type="checkbox"/>	<input type="checkbox"/>
HR Gen	includes ZOOM to Labor	<input type="checkbox"/>	<input type="checkbox"/>
HR Mail Services	includes ZOOM to Labor	<input type="checkbox"/>	<input type="checkbox"/>
HR Mgr	includes ZOOM to Labor	<input type="checkbox"/>	<input type="checkbox"/>
HR Person Delete	includes ZOOM to Labor	<input type="checkbox"/>	<input type="checkbox"/>
HR Pyrl Administrator	includes ZOOM to Labor	<input type="checkbox"/>	<input type="checkbox"/>
HR Pyrl Process	includes ZOOM to Labor	<input type="checkbox"/>	<input type="checkbox"/>
HR Sr	includes ZOOM to Labor	<input type="checkbox"/>	<input type="checkbox"/>
HR View		<input type="checkbox"/>	<input type="checkbox"/>
HR FinGroup View		<input type="checkbox"/>	<input type="checkbox"/>
HR Registrar		<input type="checkbox"/>	<input type="checkbox"/>
HR Bursar		<input type="checkbox"/>	<input type="checkbox"/>

Web Applications:

Performance Evaluation - System Administration	<input type="checkbox"/>	<input type="checkbox"/>
Annual Salary Increase - HR Administration	<input type="checkbox"/>	<input type="checkbox"/>
Annual Salary Increase - System Administration	<input type="checkbox"/>	<input type="checkbox"/>

**Group 2**

HR FPSO	<input type="checkbox"/>	<input type="checkbox"/>
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**Group 3**

HR Grad	<input type="checkbox"/>	<input type="checkbox"/>
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REQUESTED BY: \_\_\_\_\_ Phone ext. \_\_\_\_\_  
 (please print name)

APPROVED BY: Sandy Karhu or Anita Yanes (Group 1) or Sharon Borbon (Group 2) or Michael Hoffman (Group 3)

signed: \_\_\_\_\_ dated: \_\_\_\_\_