



Human Resources System Responsibilities Access Request

ADD ☐

CHANGE ☐

DELETE ☐

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

TO BE EFFECTIVE: Beginning date: ____/____/____
Ending date: ____/____/____ OR No ending date (regular staff only) ☐

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 Pysl Administrator	includes ZOOM to Labor	☐	☐
HR Pysl 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	☐	☐
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REQUESTED BY: _____ Phone Ext. _____
(please print name)

Signed: _____ Dated: _____

APPROVED BY: Carolann Decasiano (Group 1), or Stacey Scoville (Group 2), or Ryan O'Connor (Group 3)