

## CUNYfirst HCM User Access Request Form

Please Note: This is a required form to gain access to the PeopleSoft system, and must be requested by the employee's manager. No employee may request access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the Effective Date of the personnel action.

### EMPLOYEE INFORMATION SECTION

<b>Last Name:</b>	<b>First Name:</b>
<b>EMPLID:</b>	<b>Job Title:</b>
<b>Business Unit/Campus:</b>	<b>Department:</b>
<b>CUNY Email Address:</b>	<b>Work Phone:</b>
	<b>Ext:</b>

**Please select your status(es) below:**

Full-Time Employee    
  Part-Time Employee    
  Consultant    
  Student

*Full-time and regular part-time employees may receive CUNYfirst security roles. Most current students, all other employees and consultants may require a waiver from the University to receive CUNYfirst security roles. Please review the [IT Security Procedures](#) or contact your college IT Security Office for more information.*

### CONFIDENTIALITY STATEMENT *(must be signed by the employee)*

I understand that the data obtained from any CUNYfirst system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: \_\_\_\_\_

Signature Date:

**In the absence of written signature:** Employees may accept the Confidentiality Statement in CUNYfirst via Employee Self Service.

**Confidentiality Agreement Code:**

Go to: <http://home.cunyfirst.cuny.edu>, log in and navigate to, Human Capital Management > Self Service > CF Confidentiality Statement

Each group of roles requires approval from the appropriate Director/Officer, as specified below.

### REMOVE ALL ACCESS

Select this checkbox to remove all access for this employee.

### HCM SECURITY ROLES

Campus HR Roles <i>(require HR Director approval)</i>	CF Roles to be Assigned	Add	Remove
HR Person-Summary View Only	CU_HRHR_HR_Person_Summary_View		
HR Administrator	CU_HRHR_College_HR_Admin HR Administrator CU_QUICKHIRE_HR Personnel Administrator		
HR Manager	CU_HRHR_HR_Manager HR Administrator Personnel Administrator		
HR Analyst 1	CU_HRHR_HR_Analyst Personnel Administrator		
HR Analyst 2	CU_HRHR_HR_Analyst HR Administrator Personnel Administrator		
HR Inquiry	CU_HRHR_HR_Inquiry		
Department Head	CU_HRHR_Department_Head		
Manager	CU_HRSS_Manager Manager		
College Benefits Administrator	CU_HRBN_College_Benefits_Admin		
Functional Config - View Only	CU_HRHR_Func_Config_View_Only		
FICA Administration	CU_HRHR_FICA_ADMIN		
FICA View only	CU_HRHR_FICA_VW		

<b>HCM SECURITY ROLES</b>			
<b>Campus Recruiting Roles</b> <i>(require HR Director approval)</i>	<b>CF Roles to be Assigned</b>	<b>Add</b>	<b>Remove</b>
Chief Diversity Officer	CU_HRHR_Affirm_Action_Officer		
Hiring Manager	CU_HRRS_Hiring_Manager		
Recruiter	CU_HRRS_Recruiter Recruitment Administrator		
Recruiting Assistant	CU_HRRS_Recruiter_Admin_Asst		
Final Job Offer Approver	CU_HRHR_Campus_President		
<b>Campus Payroll Roles</b> <i>(require University Payroll Director approval)</i>	<b>CF Roles to be Assigned</b>	<b>Add</b>	<b>Remove</b>
Payroll Inquiry	CU_HRPY_Payroll_Inquiry		
PI Job Data Override Coordinator	CU_HRPL_Data_Override		
Scholarship Payroll Coordinator	CU_HRHR_College_Schol_HR_Cord		
Time Entry Coordinator	CU_HRPL_Time_Entry_Update		
Time Entry - View	CU_HRPL_Time_Entry_View_Only		
<b>Campus Budget/Finance Roles</b> <i>(require Budget Officer approval)</i>	<b>CF Roles to be Assigned</b>	<b>Add</b>	<b>Remove</b>
Budget Officer	CU_HRHR_Budget_Officer CU_QUICKHIRE_BUDGET_OFF		
Budget Analyst	CU_HRHR_Budget_Analyst		
College Commitment Accounting Coordinator	CU_HRPY_Clg_Comm_Acct_Coord		
Community College Job Allocation Coordinator	CU_HRPL_JOB_ALLOC_ADMIN_CITY		
Senior College Job Allocation Coordinator	CU_HRPL_JOB_ALLOC_ADMIN_STATE		
<b>Query Roles</b> <i>(require HR Director approval)</i>	<b>CF Roles to be Assigned</b>	<b>Add</b>	<b>Remove</b>
General Use Query	CU_HRHR_General_Use_Query		
Query Run	CU_Query_Run		
Query Schedule	CU_Query_Schedule		
<b>Query Roles</b> <i>(require approval from appropriate department Director in addition to HR Director approval)</i>	<b>CF Roles to be Assigned</b>	<b>Add</b>	<b>Remove</b>
Query Access – Budget/Finance**	CU_Qry_Access_FinanceBudget		
Query Access – HR**	CU_Qry_Access_HR		
Query Access – Payroll**	CU_Qry_Access_Payroll		

\*\*Query Access roles must be requested with *General Use Query* and *Query Run* roles.\*\*

<b>CENTRAL OFFICE ADMINISTRATOR ROLES ONLY</b>			
<b>University HR &amp; Recruiting Roles</b> <i>(require HR Director approval)</i>	<b>CF Roles to be Assigned</b>	<b>Add</b>	<b>Remove</b>
Central Office HR Administrator	CU_HRHR_Central_Office_HR_Adm		
Recruitment Administrator	CU_HRRS_Recruiting_Admin		
<b>University Payroll Roles</b> <i>(require University Payroll Director approval)</i>	<b>CF Roles to be Assigned</b>	<b>Add</b>	<b>Remove</b>
College Payroll Administrator <i>(Access excludes Central Office data)</i>	CU_HRPY_College_Payroll_Admin		
Payroll Job Coordinator	CU_HRHR_Payroll_Job_Administra		
Payroll Inquiry	CU_HRPY_Payroll_Inquiry		
Payroll Position Coordinator	CU_HRHR_PAYROLL_POSITION_UPD		
University Payroll Administrator	CU_HRPY_Univ_Payroll_Admin		
University Payroll Operations	CU_HRHR_PAYROLL_POSITION_UPD		
<b>University Budget/Finance Roles</b> <i>(require University Budget Officer approval)</i>	<b>CF Roles to be Assigned</b>	<b>Add</b>	<b>Remove</b>
Community College Job Allocation Coordinator	CU_HRPL_JOB_ALLOC_ADMIN_CITY		
Senior College Job Allocation Coordinator	CU_HRPL_JOB_ALLOC_ADMIN_STATE		
University Commitment Accounting Coordinator	CU_HRPY_Univ_Com_Acct_Coord		

EMPLID:

Last:

First:

SPECIAL CONSIDERATIONS OR COMMENTS	

In the absence of written signature: Manager and BPOs may email approval to the appropriate campus party, per your campus' request process.

MANAGERIAL REQUEST	
Business Unit:	Department:
Requesting Manager Last Name:	First Name:
Requesting Manager Signature:	Date:

CAMPUS HCM APPROVAL	
HR Director Last Name:	First Name:
HR Director Signature:	Date:

BUDGET OFFICER APPROVAL	
Budget Officer Last Name:	First Name:
Budget Officer Signature:	Date:

UNIVERSITY PAYROLL APPROVAL	
Univ. Payroll Director Last Name:	First Name:
Univ. Payroll Director Signature:	Date:

UNIVERSITY BUDGET APPROVAL	
Univ. Budget Director Last Name:	First Name:
Univ. Budget Director Signature:	Date:

EMPLID:

Last:

First: