HCM Access Request Form Instructions

Choose which environment the request is for. Production will be the norm.

Top yellow section is for the employee that the access is for.

Special instructions - used to explain any needed information about the requested access. (ie – access should be the same as John Smith; needs access to departments 0000, 1111, 2222 and 3333.)

Light blue section – Primary Permission List can be left as is, Row Level Data Permission List – make sure to list within the parentheses the dept number(s) needed or state on the line "see instructions above".

Expert Entry – not used very often. Check with Payroll before requesting.

Roles Required – roles already listed are the most commonly needed roles. If they are not needed or this is a change in access and need to remove them, check or uncheck the needed boxes. The next 2 lines in the red box do not have the drop down and you may write in a role that is needed that was not listed in the drop down list.

Query Manager – If you are requesting Query Manager 2 access, Query Training must be completed first and the NDUS-CND-018 Query Statement of Understanding form must be completed in HCM. Also, Data Privacy must be completed. Follow the link on the form for directions.

Signatures – Form must be signed by the employee the access is requested for. The employee must have completed the Data Privacy training if roles are to be given. It is not required if it is just a department number change. If any Query Manager role (QM1, QM4) is requested, the employee must also complete the NDUS-CND-018 Query Statement of Understanding form in HCM. Follow the links on the form for directions to both.

Approval Section – This form must be signed by the department head.

Return the form to Joanne Barstad and Trish Muir.