

PERCEPTIVE CONTENT ACCESS REQUEST

Please complete and return to Cheryl Arntz at Payroll, Stop 7127 or cheryl.arntz@und.edu

DATE:

REQUESTOR:

REQUESTOR PHONE NUMBER:

REQUESTOR EMAIL ADDRESS:

NAME OF NEW USER:

NEW USER EMPLOYING DEPARTMENT NAME:

NEW USER EMPLOYING DEPARTMENT NUMBER:

NEW USER ACTIVE DIRECTORY USER ID:

EMPLID:

NEW USER EMAIL ADDRESS:

PERCEPTIVE CONTENT ACCESS DESCRIPTION: Include specific drawers and department numbers that you need access to.

_____ Human Resources drawer- Option A: Includes Academic Records, Awards, Contracts, Disciplinary Correspondence, PMPs, Leave Requests, Full-time employment history and all Payroll forms (Job Data Hires, Job Data Changes, Additional Pay Forms, Payroll corrections).

_____ Human Resources drawer- Option B: Includes Academic Records, Awards, Contracts, PMPs, Leave Requests, Full-time employment history and all Payroll forms (Job Data Hires, Job Data Changes, Additional Pay Forms, Payroll corrections).

Department numbers:

Specify what role the new user will need

_____ Scanner Role: Scans, edits, views and prints documents

_____ User Role: Scans, edits, views, links and prints documents

_____ Viewer Role: View only.

DEPARTMENT HEAD APPROVING THE REQUEST:

DEPARTMENT HEAD SIGNATURE: _____

Created 11/2016