

HR/Payroll Administrative Applications Access Form (For UCOP Users Only)

ACCOUNT SETUP

Account setup will be based on Unit and any special instructions. All users will receive the core application setup on their local pc; MS Office, Internet Explorer, Norton Anti-Virus, calendar and email. Email and calendar access is granted via the separate Data Center Account Form.

User Name: <small>First</small> <small>Middle Initial</small> <small>Last</small>			Phone:
Unit:			Location:
Email:			Unit Fax:
Supervisor:		Supervisor Email:	
<input type="checkbox"/> CORE Account Setup Only <input type="checkbox"/> New User Access <input type="checkbox"/> Change User Access (Add/Cancel Teams, Shared Drive, etc.) <input type="checkbox"/> Cancel User Access (HRB Teams, Shared Drive, etc.) <input type="checkbox"/> Cancel User's LAN ID			Date:

ADMINISTRATIVE APPLICATIONS

Please indicate the access rights of the team and/or functions you desire.

Teams	ADD		CANCEL
	Please indicate which level where it applies. Processor	Auditor	
Accounting (Altrua, Imaging, Personal Income Tax, Tax Extract Application)	<input type="checkbox"/>		<input type="checkbox"/>
Calculations (Altrua, Buyback Estimator, Disability Workflow, Imaging, Internal Calc Tool, Research Master Workflow, Retirement Estimator, Retirement Workflow, Special Claims Master Workflow, Survivor Master Workflow)	<input type="checkbox"/>		<input type="checkbox"/>
Customer Service (Account Block, Altrua, AYSO Access, Beneficiary Designations, Benefits Enrollment Audit, Death Notification, Direct Deposit Audit, Employee Lookup, Event Tracker, Imaging, Password Reset, ZIP Lookup, Retirement Calc Tool, Retirement Estimator, ROE Audit, ROE Online Access)	<input type="checkbox"/>		<input type="checkbox"/>
Disability (Death Notification, Disability Workflow, Employee Lookup, Event Tracker, Retirement Calc Tool, Retirement Estimator)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Welfare #1 (Altrua, Employee Lookup, Imaging, OE Audit, ZIP Lookup, ROE Audit)	<input type="checkbox"/>		<input type="checkbox"/>
Health & Welfare #2 (Altrua, Imaging, ZIP Lookup)	<input type="checkbox"/>		<input type="checkbox"/>
Health & Welfare #3 (Altrua, Beneficiary Designations, Imaging, ZIP Lookup)	<input type="checkbox"/>		<input type="checkbox"/>
HR Compliance (Altrua, Deenrollments, Event Tracker, Imaging, Rehired Retirees Workflow, Employee Lookup)	<input type="checkbox"/>		<input type="checkbox"/>
Operational Compliance #1 (Altrua, Buyback Estimator, Historical 403(b) Contribution, Imaging, Internal Calc Tool, Research Master Workflow, Retirement Estimator, Retirement Workflow, Special Claims Master Workflow, Survivor Master Workflow)	<input type="checkbox"/>		<input type="checkbox"/>
Operational Compliance #2 (Altrua, Buyback Estimator, Disability Workflow, Imaging, Internal Calc Tool, Research Master Workflow, Retirement Estimator, Retirement Workflow, Special Claims Master Workflow, Survivor Master Workflow)	<input type="checkbox"/>		<input type="checkbox"/>

Records Management #1 (Altrua, Beneficiary Workflow, Imaging, Retirement Backfile)	<input type="checkbox"/>		<input type="checkbox"/>
Records Management #2 (Altrua, Beneficiary Workflow, Imaging, Index/Index Verify, Retirement Backfile)	<input type="checkbox"/>		<input type="checkbox"/>
Records Management #3 (Altrua, Beneficiary Manager, Beneficiary Designations, Beneficiary Workflow, HR Imaging, Imaging, Index Review, Index/Index Verify, Retirement Backfile)	<input type="checkbox"/>		<input type="checkbox"/>
Refunds (Altrua, Employee Lookup, Imaging, Rehired Retiree Workflow)	<input type="checkbox"/>		<input type="checkbox"/>
Research (Altrua, Employee Lookup, Event Tracker, Imaging, Rehired Retirees Workflow, Research Master Workflow)	<input type="checkbox"/>		<input type="checkbox"/>
Retirement #1 (Altrua, Employee Lookup, Imaging, Internal Calc Tool, Retirement Estimator, Retirement Workflow)	<input type="checkbox"/>		<input type="checkbox"/>
Retirement #2 (Altrua, HAPC Override, ICT Delete, Imaging, Internal Calc Tool, Retirement Estimator, Retirement Calc Tool, Retirement Workflow, Employee Lookup)	<input type="checkbox"/>		<input type="checkbox"/>
Special Claims (Altrua, Event Tracker, Imaging, Retirement Estimator, Special Claims Master Workflow)	<input type="checkbox"/>		<input type="checkbox"/>
Survivor (Altrua, Beneficiary Designations, Death Notification, Employee Lookup, Event Tracker, Imaging, Survivor Master Workflow)	<input type="checkbox"/>		<input type="checkbox"/>
Vendor Management (AYSO Access Employee Lookup, Event Tracker, Historical 403(b) Contributions, Imaging,)	<input type="checkbox"/>		<input type="checkbox"/>

Comments or other instructions:

Privacy Statement

Data in the systems to which you are requesting access are governed by a variety of state and federal laws and University policies.

Some of the data you are accessing may be defined as personal or confidential under University policy and the State of California Information Practices Act of 1977 (IPA), and may also be protected under other specific state and federal privacy laws. The IPA applies to all University records containing personal or confidential information and is intended to protect the privacy of individuals about whom records are maintained.

Access to these records, which may be maintained by individual name, or other identifier such as employee number or Social Security Number, is authorized for University employees when relevant and necessary for the performance of assigned duties and if the use of the records is consistent with the purpose for which the

information was acquired. Examples of frequently used personal data elements are sex, ethnicity, date of birth, citizenship, and Social Security Number.

Your signature indicates that you understand that you are expected to maintain the privacy and confidentiality of all data to which you have access and, further, that you may not disclose data to other parties, except under the conditions described in *Business and Finance Bulletins RMP-7*, "Privacy of and Access to Information Responsibilities;" *RMP-8*, "Legal Requirements on Privacy of and Access to Information;" and *RMP-9*, "Guidelines for Access to University Personnel Records by Government Agencies." Idle accounts will be automatically cancelled after 180 days of inactivity.

Authorization Signatures:

User's Signature: _____	Date: _____	
Supervisor's Signature: _____	Date: _____	
ISS USE ONLY	ISS Authorizing Signature: _____	Date: _____
	ISS Administrator: _____	Date: _____
	AD USER ID: _____	HR Admin Log-on ID: _____

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 Email: AccessForms-L@listserv.ucop.edu