



California State University, Long Beach PeopleSoft HR System Access Form-Central Office Users

Print Name of Requestor (Person Requiring Access) _____

Department ID/Name _____

Requestor's Phone Ext _____

Print Requestor's Supervisor's Name _____

Requestor's Employee (Campus) ID _____

Requestor's Email Address _____

Check the box(es) that apply for the access you need.

Send completed original with a signed HR Confidentiality Form - Attn: Security Coordinator, Brotman Hall 188

A fully completed form must be received prior to attending training. For help in completing the form, call 5-8257.

- NEW/REVIEW ACCESS** (check this option if establishing access for the first time or reviewing access as required for security audits)
- CHANGE ACCESS** (check this option to change access – include all access required, as if “re-requesting” access)
- DELETE ACCESS** (check this option when an employee no longer works for CSULB or changes jobs)

INDICATE DEPT OR DIVISION _____

ADMINISTRATION & FINANCE CENTRAL OFFICE FUNCTIONS – CONFIDENTIAL ACCESS Row Level Security ALL

FACULTY AFFAIRS		Select:	General Access: LBHAPOP RTP View Only: LBHRTP1 RTP Update/Correct: LBHRTP2 Summer Session Super User: LBHSSSU Summer Budget: LBHSSAAO LBHRFACEVNTS
CCPE SUMMER SESSION		Select:	<input type="checkbox"/> Summer Session Super User: LBHRCCPESPR <input type="checkbox"/> General: LBHSSAAO
BENEFITS		Select:	<input type="checkbox"/> Benefits Manager General Access (can correct Benefits Records): LBHBNTEC <input type="checkbox"/> Benefits Assistant Access (Read Only, Run Reports): LBHBNASST
BUDGET		Select:	<input type="checkbox"/> Budget User Super Access – Position Management & LCD (w/ Position Correction): LBHBDSPR <input type="checkbox"/> Budget Analyst-no correction, access to run HR Reports LBHBDTEC
CONFLICT OF INTEREST		LBHRCOIS	Conflict of Interest System Access – Super User
EMPLOYEE RELATIONS		LBHEROP	Employee Relations General Access (Read only)
FOUNDATION ACCESS		LBHFOUND	Academic Affairs employment records (Read Only)
GENERAL ACCOUNTING		LBHGNACT	General Accounting Access (Read only/Run Reports)
HR SUPPORT		LBHRISOP	HR Support Super User: (Correct employment records)
INTERNAL AUDIT		LBHAUDIT	Internal Auditor (Read only)
PAYROLL		Select:	<input type="checkbox"/> PeopleSoft Student Hire Process (Correct Student Hire records): LBPYOP <input type="checkbox"/> Pay Tech General Access (Read Only): LBPYTEC <input type="checkbox"/> Payroll Supervisor Access (Correct Payroll & Leave records): LBHPYSPR
RISK MANAGEMENT		LBHRSKOP	Workers Comp, NDI/IDL Leave Administration (Read only)
STAFF PERSONNEL		Select:	<input type="checkbox"/> Recruitment Access (Add Recruitments): LBHSTFPR <input type="checkbox"/> General Access (Read only): LBHSTFRO <input type="checkbox"/> Employee Review Access (Add Performance Ratings): LBHSTFER
QUERY/CRYSTAL		Select:	<input type="checkbox"/> PUBLIC QRY or <input type="checkbox"/> 3 JOINS <input type="checkbox"/> 5 JOINS <input type="checkbox"/> 2 Tier / Crystal <input type="checkbox"/> Database:
TECHNICAL/SECURITY		Select:	<input type="checkbox"/> HR Tech <input type="checkbox"/> DBA <input type="checkbox"/> SECADM <input type="checkbox"/> SECGEN <input type="checkbox"/> Issue Trk All <input type="checkbox"/> Issue Trk User

I have read and will comply with all provisions for security and protecting the confidentiality of employment data per CSULB and State Law requirements. An administrator's signature certifies my business need for the HR system access requested. I have permission to attend training prior to being granted a system password.

Signature of Person Requesting Access _____

Date _____

Staff / Academic Personnel Approval _____

Date _____

Signature of Appropriate Administrator _____

Date _____

Division/College Authorization (optional) _____

Date _____

Director, HR Technology Support Svcs _____

Date _____

Vice President, Administration & Finance _____

Date _____

For Internal Use Only - HR Operator Security Access Setup – Actions

Date Form Received:

Notified add EE to CMS-HR group email list.

Notify User to register for training / Date Notified:

Establish/Update User ID as follows:

Training Completed:

HR ROLE NAMES:

INDICATE GENERAL PERMISSION LISTS:

NAVIGATOR HOME PAGE: LBPRCEN

PRIMARY PERMISSION LIST: LBPRCEN

PROCESS PROFILE: LBPRCEN

ROW SECURITY: