Personality & HRIS Reporting Tools
Request to Add, Remove, or Change Access

Submitted by: **Dept**

   Date:

1) This request is to: Add   Remove   Change

2) Person ID#   Employee Name   **Computer Serial #   Work Phone**

3) Type of Access

Payroll Clerk

HR Liaison

Payroll Central Employee

HR Central Employee

Other (please explain)

Set up the same as

Name of Employee:

4) Application & Reporting

Personality/HRIS

BI Publisher – Note: Access will follow the Type selected in #3 above. For additional/ special access please note the type of reports (or names) here:

EZeP:

   Labor   HR   (Specify Labor and/or HR data reporting)

   NOTE: For access to Simpler EFS, the approver below should email Adrian Cooley and Tyler Moskowite requesting access.

Report2Web: This is not a common request. Please describe desired access below:

5) Approval

Dept Head or Designee: **Date:**

Print Name: **Job Title:**

For HR Use

Updated on:	Initials: