

HRMS PeopleSoft Operator Id Request Instructions:

The first section of the form is informational; it includes the number where the form should be faxed upon completion and a phone number to call if you have questions.

HRMS PeopleSoft Operator Id Request

Complete the top part of this form; read and sign the attached security agreement, and return the form to your supervisor. Before you can access PeopleSoft:

1. You must have a CougarNet account.
2. You must attend an HR View Training class.
3. For Query Access, you must complete the Query training class. The HR View class is a prerequisite to the Query class.
4. For ePAR roles, you must have access to HR View.

Give this form to your department business administrator or your manager. The form should be faxed to 713-743-5596. Security related questions should be directed to 713-743-1962

The second section should be completed by the applicant, the grey boxes expand as data is entered in the fields, the **Operator Id Action** field should have one X, **Add** is for new users, **Change** is for existing users, **Delete** is checked for terminating employees.

The second question should be answered, FSPRD is the PeopleSoft Finance System and the UHPRD is the PeopleSoft Student Administration system.

The **Campus Id** is: HR730 for Central Campus, HR783 for UH System, HR765 for UH Victoria, HR759 for UH Clearlake, HR784 for UH Downtown.

The **College ID/Name** is: Listed for Central Campus

Admin. & Finance (Finance)	H0419	Law	H0410	Technology	H0416
Admin. & Finance (Plant Operations)	H0421	Liberal Arts and Social Sciences	H0409	University Advancement	H0399
Architecture	H0403	Library	H0417		
Athletics	H0402	Nat. Sciences & Math	H0411		
Business	H0404	Optometry	H0412		
Chancellor/President	H0395	Pharmacy	H0413		
Education	H0405	Provost/Senior Vice Chancellor	H0396		
Engineering	H0406	Provost/Senior Vice Chancellor	KUHT		
Honors College	H0407	Research	H0400		
Hotel & Rest. Mgt.	H0408	Social Work	H0415		
Information Technology	H0398	Student Affairs	H0401		

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The **Dept ID/Name** is needed to assign the correct permission list.

The **Campus Phone, Mail Code** and **Email Address** are necessary for contact information.

Database Requested if other than production: leave this blank

Access types:

HR View – This is for general user view

HR Update – This is for HR Department User only

Query – This is to grant existing users access to the Reporting Database

Application Developer – This is for ES Developers only

ePAR User – This is for those users involved in the ePAR workflow routing and should have one box from the “**Approval Type Roles**” checked.

Completed By Applicant:

Operator Id Action: Add Change Delete Access (**mark one**)

If you marked the action Add, do you currently have access in any UH Peoplesoft environment? Yes / No
If yes, please enter the environment (FSPRD / UHPRD)

Last Name: First Name: Middle Initial:

EMPLID: Job Title:

Campus: College Id/Name: Dept Id/Name:

Campus Phone: Mail Code: Email Address:

Database Requested if other than production:

Access Types: HR View HR Update Query Application Developer ePAR User
(mark all that apply)

If you marked ePAR user please select Role:

Approval Type Roles: Initiator Dpt Bus Adm Coll Bus Adm HR Other

This section requires 3 signatures by Security Administration guidelines before access can be granted, if the supervisor/manager is the same person as the College/Division signatures are still required on both lines.

Departmental Approvals:

Supervisor/Manager

Print

Signature: _____ Name: _____ Date: _____

College/Division Business Administrator

Print

Signature: _____ Name: _____ Date: _____

Print

Employee Signature: _____ Name: _____ Date: _____

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The remaining section of page one is filled out by the Customer Service/HRMS/security administrator. Customer Service will enter the **Date Training Completed, Primary Security Classes/Roles** and **Row Security Assigned** will be filled in by HRMS, the form will be signed by the Security Administrator.

HRMS and Security Coordinator (fax 713.743.5596):

Date Training Completed: _____

Primary Security Classes/Roles: _____ Row Security Assigned: _____

HRMS Signature: _____ Name: Sandra Armstrong Date: _____

Security Administrator Signature _____ Name: _____ Date: _____

Comments:

Page two of the security request form should be read and signed by the new user, a copy should be given to the user for his/her records. Violations of the rules set forth in the Confidentiality Statement could result in expulsion from the University, termination of employment and/or legal action. Please review this section with the new users.

University of Houston System **Confidentiality Statement**

I understand that data obtained from any UHS system is to be considered confidential and to **NOT** be shared with anyone not previously authorized to receive such data.

General Security Guidelines for Users Adapted from Computing Facilities User Guidelines (1/91)

The University of Houston Department of Information Technology exists to serve faculty, staff and students of the University in support of instructional and research activities. University computing facilities are a public resource and may not be used for personal or corporate profit. The following conditions apply to all users of the computing facilities.

- (1) The user shall not seek or reveal information on, obtain copies of, or modify files, tapes or passwords belonging to other users, nor may the user misrepresent others. The user may only use his/her legal name or actual title at the University. Only one person may use a computer account, and that is the person to whom the account was granted.
- (2) The user shall not make copies of copyrighted software.
- (3) The user shall not use the resources provided by the University for purely recreational or trivial purposes.
- (4) The user shall not develop or use programs that harass other users or damage and/or alter the operating system or other existing software.
- (5) The user shall not engage in deliberately wasteful practices such as printing large amounts of unnecessary output, performing unnecessary computations, simultaneously queuing multiple batch jobs and holding unused tape drives and telephone lines.
- (6) The user shall not engage in behavior that creates an unpleasant environment for other users.

Violations of these conditions are unethical and may be violations of University policy and/or criminal offenses. Users are expected to report any suspected violations to the Customer Services Help Desk at 713-743-1411.

When possible violations are reported or discovered, Information Technology reserves the right to investigate the possible abuse. Certain members of Information Technology may be given the authority to examine files, passwords, accounting information, printouts, tapes or other materials that may aid in the investigation. While an investigation is in progress, access to computing resources may be suspended for the individual or account in question. When possible unauthorized use of computing resources is encountered, Customer Services shall notify the user. Should unauthorized use continue after notification of the user, the matter shall be brought to the attention of the Vice President of Information Technology, which could result in cancellation of access privileges, disciplinary review,

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expulsion from the University, termination of employment and/or legal action. (For a complete copy of these guidelines, see the University of Houston Computing Facilities User Guidelines (1/91) and the Texas Computer Crimes Statute--Section 1, Title 7, Chapter 33, Texas Penal Code.)

Student Administration Application Privacy Warning

I understand that most student information is classified as confidential under the Family Education Rights and Privacy Act of 1974.

Student's records are released for use by faculty and staff for authorized campus-related purposes on a need-to-know basis. The release of records for non-campus, non-academic or non-administrative use occurs only with the student's knowledge and consent or where required by law or when subpoenaed.

I understand that public information on a record that may be released upon request includes name, address, telephone number, date of birth, major and minor fields of study, dates of attendance, degree(s) received, the most recent previous educational institution attended, and participation in officially recognized activities and sports, weight and height for athletes only. (Students who do not wish this information to be released are responsible for notifying UHS.) Presence of a "Withhold Public Information" flag within a system indicates that no information regarding the student can be released without the student's permission.

I have read and understood the information on this form. I agree to comply with the rules as stated therein:

Employee's Signature: _____ Print Name: _____ Date: _____