

Usage Notes: One User Access Form is required per user for create/change/termination of access.

1 User Information

Submit Date Effective Date Sector
Organization Name Facility Number
First Name Last Name 3rd Party Contractor
Department Title
E-mail Phone Number Ext.

Current MIS User: Yes No

If yes, provide MIS GP User ID

Point of Contact (POC)

Users with this checked off will be considered the primary contact(s) for the organization (communication purposes)

2 User Access Details

Environment

Pre-Production Production

Action Type

Add/Create Change Delete

Role/User Group

Administrator (Access to all windows, user groups and employees)

Finance User (Access to position configuration, accounting & online reports, no employee data)

HR User (Access to master profile; View access configuration; Reports (online, benefits configuration, management, calendar))

Scheduler (Access to employee personal, contact, position, competencies and scheduling data; Configuration of emp. groups and schedules; Reports (benefits, configuration, employee and management))

Payroll User (Access to master profile; View access to configuration; Reports (accounting, benefits configuration, employee, manager, payroll and year end))

Other Profile:

Please Specify

3 Approvals

User Authority First Name Last Name
Title E-mail
Phone Number Ext.

User Authority Signature

Approval Date

Note: The signatory must be an Executive Director/Officer or organization assigned User Authority of Record with CCIM.

To be Completed by CCIM

For Internal Use Only

HRIS Login Create by

Comment:

Date

Signature