

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

All fields marked with a () in this form are required.*

1. User Information

Submit Date*

Organization Name* Organization 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

2. User Access Details

Environment

Pre-Production Production

Action Type

Add/Create Change Delete

Role/User Group

Select all Roles/User Groups which apply.

- 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. Authorized Approver Information (Point of Contact)

Organization Approver's First Name* Last Name*
Title* E-mail*
Phone Number* Ext.

Approver Signature*

Approval Date*

I Certify I am the assigned CCIM HRIS Point of Contact*: Yes No Not Sure

Return this form to: servicedesk@ccim.on.ca

To be Completed by the HRIS Integration Team

For Internal Use Only

HRIS Login Create by*

Comment:

Date*

Signature*