

Request for Access to HRMS Discoverer Queries

section 1

Name of Person Completing Form: _____ Telephone _____ Date _____
Name of Employee Requiring Access: _____ Oracle or VAX Username (if known) _____
Department _____ Telephone _____ Hinman _____
Department(s) to be viewed: _____

Type of request: New Revised Delete Access Effective Date _____
If access should be identical to that of a current or former employee, please provide that employee's name: _____

**** If request is for access identical to that of a current or former employee, please skip to Required Signatures section of form ****

Will user require access to all an employee's assignments across organizations Yes No
If yes, please specify business need for this access _____

section 2

Access Request For This User

Population to be accessed (where applicable)

- All Employees
- All Employees Except
 - Exempt Staff
 - Faculty
 - Fellows
 - IATSE
 - Non-Exempt & Grandfathered Staff
 - Non-Paid
 - Non-Union Service
 - Research Associate A
 - Research Associate B
 - Research Associate C
 - SEIU
 - Exempt Students
 - Non-Exempt Students

Authorized to see Salaries

- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No

Authorized to see SSN's

- Yes No

Queries to be accessed* (where applicable)

Query Name	Description
<input type="checkbox"/> HRMS.Assignment Distribution	Displays assignment details for an employee(s) you specify. Includes salary, FTE and labor distribution fiscal year to date accounts and amounts.
<input type="checkbox"/> HRMS.FYTD Actual Compensation**	Displays compensation charges for a date and account(s) you specify. Breakdown is by position, subcode and employee. Annual budget and variance figures are included.
<input type="checkbox"/> HRMS.Actual Monthly Compensation (Non-Student)**	Displays compensation charges as of a date and account(s) you specify. Breakdown is by account, subcode and position. Month by month details are included.
<input type="checkbox"/> HRMS.Actual Monthly Compensation (Student)**	Displays compensation charges as of a date and account(s) you specify. Breakdown is by account, subcode and position. Month by month details are included.
<input type="checkbox"/> HRMS.Budget Lapse**	Displays budget and lapse amounts as of a date and account(s) you specify. Subcode and position information is included.
<input type="checkbox"/> HRMS.Faculty	Displays faculty within Organization and Rank parameters you specify. Includes Tenure and Rank information which is maintained individually by the school.
<input type="checkbox"/> HRMS.LD Employee History	Displays labor distribution details for a single employee, a 6 digit account number, or an organization within a date range you specify.
<input type="checkbox"/> HRMS.Leave Status	Displays Leave Status by Organization(s) and/or by employee name as of Pay Period End Date for employees on Leave. Includes leave begin and end dates, where applicable.
<input type="checkbox"/> HRMS.Paid Time Off	Displays vacation and personal leave (PTO) balances for a non-exempt employee you specify as of the last pay period end date. Includes breakdown of PTO used. Does not include Old Sick Leave balances.
<input type="checkbox"/> HRMS.Position	Displays current position details such as Title and Grade for Organization(s) you specify. Includes incumbents in each position.
<input type="checkbox"/> HRMS.Position FTE	Displays FTE information on positions for date, Organization and People Group parameters you specify.
<input type="checkbox"/> HRMS.Position Vacancy	Displays position details including Vacancy and Budget information for Organization(s) as of a Date you specify. Provides a snapshot of actual FTE's and budgeted FTE's for each position.
<input type="checkbox"/> HRMS.Salary Adjustments (Non-HRMS)**	Displays salary adjustments that are not captured in labor distribution reports as of a date and accounts(s) you specify. Displays all data within the following subcode ranges: 1000-1999, 4490-4499.
<input type="checkbox"/> HRMS.Salary Comparison	Displays assignment details for Organization(s), People Group(s), Position Number(s) and Grade(s) you specify. Includes salary, Compa Ratio, and FTE information.
<input type="checkbox"/> HRMS.Temporary Assignment	Displays temporary assignment information such as assignment dates and rates of pay per assignment in Organization(s) you specify.

*The HRMS.Data Dictionary, HRMS FAQs, and HRMS.Employee queries have no security restrictions and will be added to each responsibility by default.

** These Queries require FAS access. Contact FAS Processing to establish access or change existing FAS privileges.

section 3

Required Signatures:

Supervisor or Department Head (signature)***

Printed Name

Date

Dean, Fiscal Officer, Executive Officer,
or Vice President (signature)***

Printed Name

Date

Human Resources Representative (signature)***

Printed Name

Date

Payroll Representative (signature)***

Printed Name

Date

*** Signatures are not required if form is sent via email. If sent via email, please include "To/From" headers for the audit trail