Caltech

Human Resources System Responsibilities Access Request

ADD ❏   CHANGE ❏   DELETE ❏

Employee ❏ Temporary ❏ Student ❏ Consultant ❏ _____ Other ❏ _____
(company name)

TO BE EFFECTIVE: Beginning date: ____/____/____
                                 Ending date: ____/____/____   OR   check if regular staff ❏

User Information:

Name: Last_____ First _____ Middle_____

Mail Code:_____ E-Mail:_____ CALTECH ID#:_____

Phone Ext.:_____   FAX:_____

Department:_____

Department Supervisor: _____   Phone Ext.:_____

Group 1		YES	NO	
HR Administrator	includes ZOOM to Labor	❏	❏	
HR Benefit Billing	includes ZOOM to Labor	❏	❏	
HR Gen	includes ZOOM to Labor	❏	❏	
HR Mail Services	includes ZOOM to Labor	❏	❏	
HR Mgr	includes ZOOM to Labor	❏	❏	
HR Person Delete	includes ZOOM to Labor	❏	❏	
HR Pyrl Administrator	includes ZOOM to Labor	❏	❏	
HR Pyrl Process	includes ZOOM to Labor	❏	❏	
HR Sr	includes ZOOM to Labor	❏	❏	
HR View		❏	❏	
HR FinGroup View		❏	❏	
HR Registrar		❏	❏	
HR Bursar		❏	❏	
Web Applications:				
Performance Evaluation – System Administration		❏	❏	
Annual Salary Increase – HR Administration		❏	❏	
Annual Salary Increase – System Administration		❏	❏	
Group 2				
HR FPSO		❏	❏	
HR FRO		❏	❏	
Group 3				
HR Grad		❏	❏	

REQUESTED BY: _____ Phone Ext._____
(please print name)

APPROVED BY: Carolann Icasiano (**Group 1**), or Stacey Scoville (**Group 2**), or Joseph Shepherd (**Group 3**)

Signed:_____ Dated:_____