

REQUEST FOR HR SYSTEMS ACCESS – CENTRAL OFFICE

Employee/User Information

Last Name:		First Name:		MI:	
Department Number:		Department/School Name:		Phone:	CB:
Onyen		PID:			
Working Title:		Email Address:			
Position Number:		Position Classification:			
Name of person formerly in role:					

HR Access Requested (check all that apply)

<input type="checkbox"/> ConnectCarolina HR/Payroll (Complete Section A)	<input type="checkbox"/> PeopleAdmin (Complete Section D)
<input type="checkbox"/> LawLogix I-9 System (Complete Section B)	<input type="checkbox"/> InfoPorte (Complete Section E)
<input type="checkbox"/> CastleBranch (Complete Section C)	

Type of Access Requested

Action Requested and Effective Date (select one)	<input type="checkbox"/> Add New User effective:	Modify Existing User: <input type="checkbox"/> Add Role <input type="checkbox"/> Remove Role effective:	<input type="checkbox"/> Delete Existing User effective:
Departments for Access:	<input type="checkbox"/> All UNCCH <input type="checkbox"/> All UNCGA		

SECTION A – ConnectCarolina HR/Payroll (All roles require training prior to access being granted.)

<input type="checkbox"/> Academic Personnel	<input type="checkbox"/> Faculty Events	<input type="checkbox"/> OHR Business Analyst	<input type="checkbox"/> OSR
<input type="checkbox"/> Budget Office	<input type="checkbox"/> Internal Audit	<input type="checkbox"/> OHR Classification & Compensation	<input type="checkbox"/> OSR Job Inquiry
<input type="checkbox"/> CA Business Analyst	<input type="checkbox"/> ISSS	<input type="checkbox"/> OHR EHRA Non-Faculty	<input type="checkbox"/> PAAT - View Only
<input type="checkbox"/> CA FacPhys	<input type="checkbox"/> ITS Developer	<input type="checkbox"/> OHR Employee & Mgmt Relations	<input type="checkbox"/> PAAT Administrator
<input type="checkbox"/> CA Labor Accounting Manager	<input type="checkbox"/> Maintain Employee Credit Card	<input type="checkbox"/> OHR Employee Verification	<input type="checkbox"/> Payroll Processor
<input type="checkbox"/> CA Leave Desk Access	<input type="checkbox"/> OHR Background Check Coordinator	<input type="checkbox"/> OHR Employment & Staffing	<input type="checkbox"/> Payroll Supervisor
<input type="checkbox"/> CA Payroll Reports	<input type="checkbox"/> OHR Background Check - Bio Demo Lookup	<input type="checkbox"/> OHR I-9 Coordinator	<input type="checkbox"/> PID Office
<input type="checkbox"/> CA Retro Journal Entry	<input type="checkbox"/> OHR Benefits Consultant	<input type="checkbox"/> OHR Layoff Coordinator	<input type="checkbox"/> UNC GA Benefits
<input type="checkbox"/> Education History	<input type="checkbox"/> OHR Benefits Disability Admin	<input type="checkbox"/> OHR Learning Management	<input type="checkbox"/> UNC GA HR/Payroll
<input type="checkbox"/> Employee Inquiry	<input type="checkbox"/> OHR Benefits Disability Funding	<input type="checkbox"/> OHR Records	<input type="checkbox"/> Other:
<input type="checkbox"/> Equal Opportunity & Compliance	<input type="checkbox"/> OHR Benefits Processor	<input type="checkbox"/> One Card Office	

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SECTION B – LawLogix I-9 System (Only permanent UNC-Chapel Hill employees can be granted access to LawLogix. Access should be limited to HR Representatives whenever possible. Role requires training prior to access being granted.)

Role Requested:	<input type="checkbox"/> OHR/I-9 Administrator	<input type="checkbox"/> OHR Business Analyst
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SECTION C – CastleBranch (Only authorized central office employees can be granted Administrator access for CastleBranch)

Role Requested:	<input type="checkbox"/> CastleBranch Administrator
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SECTION D – PeopleAdmin (If you need historical department access, please include those department numbers in the Department Number section under Type of Access Requested.)

<input type="checkbox"/> Academic Personnel	<input type="checkbox"/> Equal Opportunity & Compliance	<input type="checkbox"/> HR Administration	<input type="checkbox"/> HR View Only
<input type="checkbox"/> OHR EHRA NF Office	<input type="checkbox"/> OHR Employment	<input type="checkbox"/> OHR Employment Temps	<input type="checkbox"/> Post Doc Affairs Office
<input type="checkbox"/> OHR Classification & Compensation			

SECTION E – InfoPorte Human Resources

<input type="checkbox"/> Employee Views	<input type="checkbox"/> Evaluations	<input type="checkbox"/> HR Payroll PAAT	<input type="checkbox"/> Performance Management
<input type="checkbox"/> Positions	<input type="checkbox"/> HR Reporting	<input type="checkbox"/> Requests	<input type="checkbox"/> Funding Report

Central Office Unit:			
Unit Manager:			
Unit Manager Signature:		Date:	

DEPARTMENTAL SIGNATURES (Required)
Users cannot authorize their own access. Proxy Signatures Cannot Be Accepted

User Signature:		Date:	
Senior Director/Director Name: <i>(please print)</i>		Title:	
Senior Director/Director Signature:		Date:	

Please provide completed form to your Access Request Coordinator.