

REQUEST FOR HR CONNECTCAROLINA ACCESS – UNC SYSTEM OFFICE
 Please provide completed form to your Access Request Coordinator.

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:					

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

SECTION A – ConnectCarolina HR/Payroll (Some roles require training prior to access being granted.)
 * This role allows you to see the last 4 digits of Social Security Numbers in ConnectCarolina. No additional form is necessary.
 *** This role allows you to see or update Social Security Numbers in ConnectCarolina. You need to also complete the Request for Access to View or Update Social Security Numbers form.

CENTRAL OFFICE FUNCTIONS	DEPARTMENT FUNCTIONS	
<input type="checkbox"/> Employee Inquiry	<input type="checkbox"/> Basic Originator	<input type="checkbox"/> Performance Mgmt Point of Contact
<input type="checkbox"/> Performance Mgmt Admin	<input type="checkbox"/> CA Payroll Reports	<input type="checkbox"/> Person Update****
<input type="checkbox"/> GA Level 3 Approver	<input type="checkbox"/> HR Representative*	<input type="checkbox"/> Other:
<input type="checkbox"/> Query Viewer	<input type="checkbox"/> Level 2 Budget Approver – Dept 105500	
<input type="checkbox"/> RPT Query Viewer	<input type="checkbox"/> Level 2 HR Approver – Dept 105500	
<input type="checkbox"/> UNC GA Benefits	<input type="checkbox"/> PAAT Basic	
<input type="checkbox"/> UNC GA Business Analyst***	<input type="checkbox"/> PAAT Advanced	
<input type="checkbox"/> UNC GA HR/Payroll***	<input type="checkbox"/> PAAT Super	
<input type="checkbox"/> UNC GA HR/View Only	<input type="checkbox"/> Paycheck Support	

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

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