Northeastern University

Instructions and Application for **PeopleAdmin System Access Request**

$9/11/14 Prior Versions Obsolete and Invalid for Use

1. Accountholder or Manager prints a copy of these instructions. The procedure and form can be accessed by pointing a browser to www.infoservices.neu.edu, and downloading the Application package.

2. Accountholder completes and signs part 1. **The Director, VP or SVP** from your area completes and signs part 2A. All requests will be reviewed by the **HRIS group** and the current Human Resources key contact from the area PeopleAdmin access is requested. The decision for the access will be communicated to the requestor and Director, VP or SVP.

3. Manager faxes pages to the Data Managers:

Primary Contact
HRIS Group -- 250CP, 2230, Fax 5090, HRIS@neu.edu

4. Data Manager implements the requested access, and then notifies accountholder and manager.

IMPORTANT NOTICES

NOTICE OF APPROPRIATE USE POLICY (AUP) and RIGHT TO CHANGE APPROPRIATE USE POLICY

All individuals accessing Northeastern University systems are required to read and comply with the Appropriate Use Policy for Computers and Networks. The current policy is located at http://www.infoservices.neu.edu. The University reserves the right to change the Appropriate Use Policy or any portion of the policy, at any time, without prior notice. Changes to the policy are effective upon posting at http://www.infoservices.neu.edu, where the most current version resides.

NOTICE OF REQUIREMENT TO MAINTAIN CONFIDENTIALITY All individuals engaged by the University are required to keep all Northeastern University Information strictly confidential. No use or disclosure of any kind is permitted, except only as may be authorized under the terms/scope of employment, engagement, and/or as may be explicitly authorized in writing by an officer of the University.

NOTICE OF ACCOUNTHOLDER and MANAGER RESPONSIBILITY **Accountholders** are responsible for all transactions conducted under their user ID. **Managers** are responsible to notify DBS Security when an individual whom they have approved for access is transferred or terminated from their department.

Part 1: Accountholder Information

DATE: ____/____/_____   NUID_____

Account Holder Name	Position Title	Department
Campus Address	Email Address	Telephone

Current University Employee Roles- If the end date is known, please write it in space provided. For Non-employee roles the end date MUST be shown, and cannot exceed one year from date required

Staff/Faculty	Part-time Staff or Faculty	Student (work study, Coop, Teaching /Grad Asst.)	Consultant	Temporary
_____ End date MMDDYY	_____ End date MMDDYY	_____ End date MMDDYY	_____ End date MMDDYY	_____ End date MMDDYY

Accountholder Agreement: Northeastern University systems are to be used according to the terms of the Appropriate Use Policy (**www.infoservices.neu.edu**). **I further agree to:** access, distribute and share data, including test data, only as needed to conduct University business as specified in my position/engagement description, respect the confidentiality and privacy of individuals whose records or data I access, observing all ethical and legal restrictions that may apply, protect and be personally accountable for all work performed under my user id(s) and password(s), logout when leaving my workstation, report knowledge of security breaches to the University Data Administrator, and comply with all department and University security policies and procedures. **NOTICE**: This application is not an employment contract in any form, although adherence to these standards is a condition of employment or continued role. Access granted pursuant to this application does not give rights of any kind, and may be changed by Northeastern University without notice at any time.

I have read and will abide by the above agreement and the Appropriate Use Policy (www.infoservices.neu.edu). Under these terms, I request access to PEOPLEADMIN to be established according to the specifications in page 3 of this form.

Accountholder Signature: _____   **Date:** _____

Part 2A: Manager Approval and Agreement

Manager Name	Position Title	Department
Campus Address	Email Address	Telephone

I approve this request for data access in accordance with University Policy. For the accountholder named above, I approve the grant or continuance of the PeopleAdmin roles listed above and on the attached sheet. I certify these roles are required to allow the named accountholder to perform assigned work-related duties.

Manager Signature: _____ **Date:** _____

Part 2B: PeopleAdmin Access for Human Resources (022410)

Account Holder Name _____

Access request type (Check One)   New Access   Delete access   Modify Access

Reason for request (Check One)   New Hire   Termination   Transfer   New Responsibilities

External user roles (outside HR) secured by org level (Check all that may apply and enter in the level)

- ☐ Dean, division level =
  - Approve Full-time and part-time faculty requisition request
  - Approve Full-time Faculty applicant pools
  - Approve Full-time Tenure Track hiring commitments
  - Approve Full-time and Part-time Faculty hiring proposals
- ☐ Executive Level Approver, executive level =
  - Approve Staff position requests
- ☐ Key Contact, division level =
  - Initiate requests for positions, requisitions and hiring proposals (faculty and staff)
  - Approve originator requests
  - Control Faculty postings
- ☐ Department Chair, departmental level =
  - Approves faculty requisitions and hires
- ☐ Department Approver, departmental level =
  - Approve staff position requests (new and modify)
  - Approve staff requests to repost a position with no changes
  - Approve staff hiring proposals
- ☐ Originator, departmental level =
  - Initiate position and requisition requests (faculty and staff)
  - Hiring proposals along with position and requisition initiation

> ***Level Identification examples***
> Division= DIV23
> Executive Level = EXEC03
> Dept. Level = 165950, 166700, etc.
>
> *To request access to all department levels enter the appropriate division level.*

External users (outside HR) with university level access (Check all that apply)

- ☐ Budget
  - Approve Staff position requests (new and modify)
  - Approve staff hiring proposals
- ☐ OIDE
  - Approve staff applicant pools
- ☐ Provost
  - Approve Full-time faculty requisition requests (including recruitment plan)
  - Approve Full-time Tenure Track hiring commitments

Internal HR user roles (Check all that apply)

- ☐ HR Administrator
  - System Administrator access
- ☐ HR Compensation
  - Approve staff position requests
- ☐ HR Customer Service
  - View Applicants for Customer Service
- ☐ HR Employment (also requires Banner access)
  - Finalize all position requests
  - Control staff postings
- ☐ HR Operations
  - Complete People Admin hire (also requires Banner access)

HRIS USE ONLY

HRIS Signature: _____   Date: _____

Print Name