



# Human Resources Manager Self Service Oracle Security Access Authorization Form

**INDICATE ACTION REQUESTED:**

Add User Access: \_\_\_\_\_ Change User Access: \_\_\_\_\_ Delete User Access: \_\_\_\_\_

**USER INFORMATION:**

NAME: \_\_\_\_\_  
Last Name First Name MI

Employee Number: \_\_\_\_\_ EXT: \_\_\_\_\_ FAX: \_\_\_\_\_

HR Organization Name from HR Record\*: \_\_\_\_\_

BLDG #: \_\_\_\_\_ RM#: \_\_\_\_\_ DCE USER ID: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

\*Can also refer to the organization charts located at: <http://finweb.rit.edu/humanresources/orgcharts/>

**ACCESS LEVEL:**

Top Organization \_\_\_\_\_

Should this person be able to see everyone in organizations below this organization as well? Yes \_\_\_\_\_  
*Refer to Organizational Charts at the link above.*

Next Level Supervisor \_\_\_\_\_

**DEPARTMENT SIGNATURES:**

REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT HEAD NAME\* (PLEASE PRINT): \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*A confirmation will be sent to the department confirming the setup of the access.

**For Human Resources Use Only:**

Manager Self Service Responsibility Name \_\_\_\_\_

HUMAN RESOURCES APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**For Accounting's Use Only:**

ACCOUNTING APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**For ITS Use Only:**

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_