**PLEASE COMPLETE NECESSARY INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Division/Agency: |       | Date: |    /    /    |
| User Name: |       | Current User ID (If Known): |       |
| User Phone Number: |       | User Email Address: |       |
| Action Regarding User: | Add [ ]  Change [ ]  Delete [ ]  Reset Password [ ]  |

**APPLICATION(S) AND (INQUIRY AND/OR UPDATE) PLEASE BE SPECIFIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HRIS Compensation: | Inquiry | [ ]   | Update | [ ]   |
| HRIS Leave: | Inquiry | [ ]   | Update | [ ]   |
| HRIS Leave Liaison: | Yes | [ ]   | No | [ ]   |
| HRIS Vacancy: | Inquiry | [ ]   | Update | [ ]   |
| HRIS Development and Training: | Inquiry | [ ]   | Update | [ ]   |

**SPECIFY AGENCY/SUPERAGENCY USER SHOULD HAVE ACCESS TO: AGENCY CODE (**     **)**

|  |  |
| --- | --- |
| Supervisor Signature: |  |

**\*\*\* APPROVAL AND AUTHORIZATION \*\*\***

|  |  |
| --- | --- |
| DSHR Approval: |  |

THE INITIAL PASSWORD ASSIGNED BELOW MUST BE CHANGED WHEN THE USER SIGNS ON TO THE SYSTEM FOR THE FIRST TIME AND THEREAFTER EVERY 30 DAYS.

**PLEASE NOTE: PASSWORDS MUST BE AT LEAST SIX TO EIGHT CHARACTERS LONG AND CONTAIN AT LEAST ONE NUMERIC CHARACTER. THE PASSWORD CANNOT BE THE USER’S USER ID. ALSO, THE PASSWORD CANNOT HAVE BEEN USED WITHIN THE LAST SIX MONTHS.**

**\*\*\* DATA PROCESSING USE ONLY \*\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received: |    /    /    | Date Completed: |    /    /    |
| User ID Assigned: |       | Initial Password Assigned: |       |
| Completed By: |       |
| Remarks: |       |

**COMPLETED COPIES TO:**

 **REQUESTING SUPERVISOR**

 **SECURITY ADMINISTRATOR, FINANCIAL DATA SYSTEMS**