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## Instructions

### HRIS/PeopleSoft Access Form

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- Department Name:** KSU department in which the employee works.
- Employee Name:** Print full employee name.
- HRIS Employee ID:** 11 character HRIS employee identification number.
- K-State eID (electronic ID):** Print the ID(key) to resources on K-States's central computing system.
- Work Phone:** Employee's work phone, including area code if off campus.
- Position Title:** Employee's official title.
- Security Action:** Check "**Add**" if employee is a NEW HRIS user.
- Check "**Change**" if employee is making a change to initial access.
- Check "**Delete**" if employee is no longer employed.
- Operator Classification:** Circle appropriate classification:  
**Faculty - Staff - Student**
- Password:** You will be contacted by Data Security for your initial password.
- Employee should read and sign the form where indicated.
- User's Roles Access:** See – **HRIS Roles Definitions**  
The roles provide access to specific applications and pages. The role selection will be based on the employee's responsibilities. Multiple roles may be selected.

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**Department ID(s):** List the 10-digit department number(s) for which the employee should have access such as 3670020060. If the employee is to receive access to all departments under a major reporting unit, indicate only the main department number such as 3670020010, Arts and Sciences Dean Office, and indicate that the employee should have access to all departments reporting to that unit. If the employee is to receive access to all KSU departments, use 3670000000 as the department ID.

**Provide Department ID(s) and/or Account Code(s) for access needed to print the Payroll Payments by Account Report.**

**Department ID(s):** List the 10-digit department number(s) for which the employee should have access. If the employee is to receive access to all departments under a major report unit, indicate only the main department number such as 3670020010, Arts and Sciences Dean Office, and indicate that the employee should have access to all departments reporting to that unit. If the employee is to receive access to all KSU departments, use 3670000000 as the department ID.

**Account Code(s):** Normally, Department ID(s) are designated. However, if the user is also responsible for a few accounts that are not within the Department(s) designated, those account code(s) will also be listed.

**Supervisor Name/  
Signature:** For the initial access, obtain the major administrative unit signature for all requests. For example, access for any department(s) within the College of Arts and Sciences, must be approved by Shirley Olson.

**Dept Head Name/  
Signature:** Print department head name and obtain signature.

**Forward completed form to Alma Deutsch, Division of Human Resources, 103 Edwards Hall. New HRIS users need to e-mail Alma at [almamd@ksu.edu](mailto:almamd@ksu.edu) or call 532-1448 for On-Line Basic training.**

User will be notified when access has been completed. Normally, access will be granted within a couple of days upon receipt of this form.