Kansas State University

HRIS/PeopleSoft Access

RESET

Department Name _____

Employee Name _____
Print Full Name

HRIS Employee ID _____

K-State eID (electronic ID) _____

Work Phone _____

Position Title _____

New ☐

Change ☐

Additional Access ☐

Delete ☐

ISO Security

Action Taken _____

Initials _____

Date _____

Faculty ☐ Staff ☐ Student ☐ (Circle one)

Your password is to be known only to you. Please read the following, sign and date the form, and return it to your supervisor.

I understand that security dictates that I not allow any other person to know or use my password and that, should I discover that it has become known and used, I will change my password as soon as possible. Further, I understand that should I allow another person to use my user ID and password, I will be discontinued as a registered operator.

_____ _____
Signature Date

User's Role Access (multiple roles may be selected)

Budget User ☐	Budget User/Subagency ☐	Dept Key User ☐	Commitment Accounting User ☐
Dept Student Processor ☐	Employment Verifier ☐	Health & Safety Viewer ☐	Commitment Accounting Viewer ☐
Payroll View/Report ☐	Summer School College ☐	Training User ☐	Unit Manager View Only ☐
Timekeeper ☐	Time/Leave Reports ☐	☐	☐
☐	☐	☐	☐

Department ID(s): _____

Payroll Payments by Account Report Access The Payroll Payments by Account Report may be printed by using a Department ID or by using FRS Account Code(s). If you want to print the report by department, provide the Department ID(s). If you want to print the report for only certain Account Code(s), provide Account Code(s). By designating a Department ID, you will have access to print the report for ALL accounts within the department. By designating Account Code(s), you will only have access to print the report for those accounts designated. 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.

Department ID(s): _____

Account Code(s): _____

Supervisor Name _____ _____ _____
Please Print Signature Date

Dept Head Name _____ _____ _____
Please Print Signature Date

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 or call 532-1448 for On-Line Basic training.

Human Resources Approval

Approved by _____ _____
Name Date