RESET

Kansas State University
Human Resource Information System (HRIS) Access Form

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 K-State eID 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 K-State eID and password, I will be discontinued as a registered operator.

_____ Signature

_____ Date

HRIS User's Roles: (multiple roles may be selected) **Role Definitions:** http://www.k-state.edu/hr/hris/hrisaccessroles.htm

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

Department ID(s): _____

Payroll Payments Report Access:

Designating Department ID(s) provides access to run the report for ALL projects within the department. Designating Project(s) provides access to run the report for listed projects. Normally, Department ID(s) are designated. However, if the user is also responsible for a few projects that are not within the Department(s) designated, those projects will also be listed.

Department ID(s): _____

Project(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 who will be updating information need HRIS On-Line Basic training. Please contact Alma at almamd@ksu.edu or call (785) 532-1448 to set up training.

Human Resources Approval

Approved by _____ (Name) _____ (Date)

10/2011