

University of the West Indies

PeopleSoft Human Resources and Payroll Access Request

User Information

Last Name:	First Name:
Email Address:	ID Number:
Department Name:	Job Title:
Effective Start Date:	Termination/Expiry Date:

The Systems Officer should be advised if the Termination/Expiry Date has changed; failure to do so will affect the user's access to the PeopleSoft HRMS system.

Access Information

Type of Request:	
Please list the department number or range of numbers the user should access:	
Security Role(s)/Navigation(s) to be assigned:	
Justification for Access/Comments:	

Control Information

Authorized by:	
Signature:	
Date:	