

Authorizations for Non-PeopleSoft Applications

Send form (email attach or fax or campus mail) to Steve Yamada at Office of Human Resources

Name of Person Action Requested for: _____ Request Date: _____

UH username of Person Action Requested for: _____ Effective Date: _____

Department: _____ EAC: _____

(use comment area for multiple EAC)

Reason: ___ New hire (external to UH) or ___ Separated from UH system (submit P/S security worksheet)

___ Intra-department transfer (submit PeopleSoft wksheet for new and old depts; primary PO has authority to delete/change Leave, Workatuh, PAS access, & Broadband access)

___ Add and/or ___ delete following specific function(s) to an existing authorization

___ Authorize following functions to requestor due to transfer out of existing employee

Name of person replacing _____ UH username _____

___ Other: _____

Authorized by: _____ (___ email or ___ memo) to Steve (syamada@hawaii.edu)
(name)

1. ___ Broadband (diana) – max 2 per department (PCIS, PDG, PE, SCA, DNHR); Specify both contacts

Primary Contact Name: _____ uh username _____

Secondary Contact Name: _____ uh username _____

Note: Ensure contact tree is updated for fiscal officer, director, etc. changes/deletions

CONTINUE with form if requestor is new hire or intra-department transfer.

2. OHR web applications

___ 1201 (confidential information) (dan)

___ EUTF (health fund) (dan) – only if never had previous access

___ 1219A (non-confidential information) (steve) – only if never had previous access

___ This line intentionally left blank

___ Bus Pass – change in Primary PO only; others authorized by Primary PO (no max)

note: PO's can authorize leave (5 max users), PAS (2 max)

3. Non-OHR web applications

___ Neo Gov (Oshiro)

___ Workatuh (Kenwick) – only for primary POs transferring from another dept

note: Form 17 authorized by EEO (contact Evalani Belknap); SCOPIS – contact Payroll Office

4. Other applications/tasks

a. PeopleSoft and/or HR Datamart – submit PeopleSoft Security Worksheet

b. Listserv subscriptions

___ UHM (manoa campus only – 2 per dept max); APIS included in UHM subscription

___ UHSYS (personnel officer specific information); APIS included in UHSYS subscription

___ UHHRIS (general HR notices for public)

___ UH-Datawarehouse (exclusively for HR datamart information only)

c. ___ Authorize for UHIMC changes – steve to send email to iddlus-l@hawaii.edu

Additional Comments: