Cognos Position Management Access Authorization Form (HRIS)

Name (PRINT)_____ Employee ID#_____

Title _____School/Dept. _____

Phone_____ E-mail _____Net ID _____ HRIS ID _____ Campus _____

If requesting to be set-up exactly like another Cognos Position Management User(s) in your dept/group, or you are replacing a Cognos Position Management user who left the department, who is/are the other User(s)?_____

CHARTSTRING SECURITY

Please list the Financial Departments (and corresponding Project IDs if necessary) here. If this space is insufficient, please email an Excel spreadsheet of your accounts to: k-booker-law@northwestern.edu

Admin Unit	Financial Dept	Project ID	Admin Unit	Financial Dept	Project ID

☐ **Please check the box to the left if you need to see CUFS data for FY08 and earlier.**

HR DEPARTMENT SECURITY

Do you have HRIS access? _____ (yes or no)

If so, should the Cognos HR Department security be the same as the access that you have in HRIS? _____ (yes or no)

If you do not have HRIS security access or would like security different from your HRIS access; please list the HR Department numbers below If this space is insufficient, please email an Excel spreadsheet of your department numbers to: k-booker-law@northwestern.edu

HR Dept Number	HR Dept Descr

Statement of Agreement

- I will not seek personal benefit or permit others to benefit personally from information contained in the Cognos Position Management reports or queries

I HAVE READ THIS STATEMENT OF AGREEMENT FULLY AND UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT IS CAUSE FOR IMMEDIATE DISMISSAL OR OTHER APPROPRIATE DISCIPLINARY ACTION.

_____ _____

APPLICANT'S SIGNATURE **DATE** **SUPERVISOR'S SIGNATURE** **DATE**

_____ _____

HUMAN RESOURCES APPROVAL **DATE** **SCHOOL ADMINISTRATOR'S SIGNATURE** **DATE**

APPLICANT'S, SUPERVISOR'S AND SCHOOL ADMINISTRATOR'S SIGNATURES ARE MANDATORY.
NOTE: Forms that do not have all the requested duties and signatures will not be processed until a form with all signatures in original is received.

Please mail (**DO NOT FAX**) the completed form to Keenya Booker-Law, HRIS, 1800 Sherman, Suite 600, Evanston Campus.
Questions? Call (847) 467-1578 or email k-booker-law@northwestern.edu.

FOR HRIS USE ONLY, updated 07/2009
Received date_____ **Assigned by/Date**_____