

For HRIS use only

Rec'd by Security Admin	Rec'd by HRIS Trainer	Date Attended HRIS Deployment Class	Training Roster Updated	Received by Security Admin

**Request for HRIS Deployment/Workflow
Human Resources Information System (HRIS)**

Completion of this form is a prerequisite to attending HRIS Deployment of Funding/Workflow class.

Name _____ Employee ID# _____

Title _____ School/Dept. _____

Address _____ Campus _____

Phone _____ Email _____ HRIS User ID _____

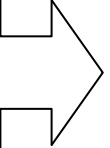
Specify the deployment/workflow role(s) which this individual will have. Check as many as apply*.



- Data Entry Only?
- Payroll Transaction Approver (This includes Data Entry)
- School Approver (This includes Data Entry)

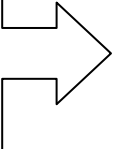
***See the back of this form for an explanation of each of these roles.**

The person listed above performs HRIS responsibilities for the following departments and will require access.



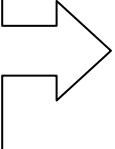
6-Digit HRIS Department #	Department Name

Please list the Chartstrings Associated for Payroll Transaction Approver



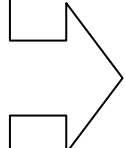
FINANCIAL DEPARTMENT	PROJECT

Please list the other deployment of funding users within this dept., if any



Data Enterer(s)	Payroll Transaction Approver(s)

If your dept has positions where the funding is shared with any other dept in **your School**, please complete this section.



Position #	6-Digit HRIS Department #	Department Name

(If necessary, attach a separate sheet with additional Chartstrings information)

Statement of Agreement

Users of Human Resources Information Systems may not seek personal benefit or permit others to benefit personally from information contained in HRIS; knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry; divulge the contents of any record or report to any person except in the conduct of work assignments and in accordance with University and departmental policies; or divulge personal ID's or passwords to anyone, whether University personnel or others. Authorized users of HRIS will be added to the HRIS listserve. Knowingly supplying false information in HRIS may result in disciplinary action.

I understand that some of the information in HRIS falls under the guidelines of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I have read and understand the Northwestern University Security Policy on Electronic Protected Health Information governing HIPAA regulations. The policy is located at <http://www.northwestern.edu/hr/benefits/privacy/pdf/notice-nu.pdf>.

Initial here that you have read and understand the policy. _____

I 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 SIGNATURE	DATE

		SCHOOL ADMINISTRATOR – PLEASE PRINT NAME	

NOTE: Students must enroll themselves for HRIS classes via Self Service at <https://nuhr.northwestern.edu>. Go to the *Learning and Development* folder. Click *Request Training Enrollment*. Click *Search by Course Name*. Type in *HRIS*. Click *Search*, and all scheduled courses for HRIS will be listed.

Please mail the original of this completed form to Keenya Booker-Law, HRIS, 1800 Sherman, Suite 600, Evanston Campus. Questions? Call 7-1578 or email <mailto:k-booker-law@northwestern.edu>

APPLICANT'S, SUPERVISOR'S AND SCHOOL ADMINISTRATOR'S SIGNATURES ARE MANDATORY.

NOTE: Forms that do not have all the requested signatures will not be processed until a form with all signatures in original is received.

<p>* Explanation of HRIS Deployment Roles</p> <ul style="list-style-type: none"> • Data Entry – The employee will use HRIS to enter information, but will not be responsible for approving any transactions. • Payroll Transaction Approver – The employee will be able to use HRIS to enter information and will also be responsible for approving all entries for his/her department. Before deployment data entry can be considered as fully approved, it must receive both Department and School approval. • School Approval – The employee will be able to use HRIS to enter information and will also be responsible for approving all deployment entries for an entire school or administrative unit. Usually, a school approver is also the area approver.

<p>FOR OFFICE USE ONLY</p> <p>HRIS Userid _____</p> <p>Current HRIS Security Class _____</p> <p>Moved to Deployment Security Class on _____</p>
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