

HR Systems General Access Request Form

Email completed form to: myhr-training@northwestern.edu

1. Applicant

Request Date:	Applicant Type: Northwestern University Employee Temp or Student Worker Affiliate/Non-NU Employee		
Last Name:	First Name:	NU Empl ID:	NetID:
Title:	Dept/School or Area:	Work Email:	

2. Request Type

<input type="checkbox"/>	New: Applicant is requesting new access to myHR Access. Training may be required.
<input type="checkbox"/>	Add: Applicant has existing myHR Access. Add requested roles or Dept IDs to current access. Training may be required for new roles.
<input type="checkbox"/>	Replace: Requested roles to replace applicant's existing myHR Access. Indicate in the Notes section which roles or Dept IDs to remove
<input type="checkbox"/>	Inactivate: Remove all of applicant's myHR Access as of (date):

3. Department Approver/Manager

Last Name:	First Name:
Title:	Work Email:

4. Department Security Access

a. If any roles involve myHR **Data Access**: List all 6-digit HR DeptIDs applicant needs access to view or update data. To assign access to all nodes in a DeptID, list only the first **four** digits. Attach additional sheet if necessary.

HR DeptID	Department Name	HR DeptID	Department Name

Or, copy Dept ID Access from this current user (provide name and NetID):

Graduate Student Record Access?

5. Signatures & Approvals

I am aware of and will comply with University business guidelines and policies referenced in the [Standard for Business Conduct](#). I will not use myHR to access data other than that directly related to my job responsibilities at Northwestern University, and I will not seek personal benefit from such data. I will not disclose any data to parties inside or outside Northwestern University except in the approved conduct of my work assignment. I understand that some data may be protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or the Federal Education Rights and Privacy Act (FERPA). I agree to abide by all applicable University policies and local, state, and federal law. I will not allow another individual to access myHR using my login credentials.

I understand that any violation of this agreement is cause for immediate revocation of access, dismissal, or other disciplinary action.

Applicant's Signature (required):	Date:
Department/Unit Approver's Signature (required):	Date:
Authorized School/Unit Administrator's Signature (required):	Date:

PRINT

SAVE

CLEAR FORM

Access Roles

6. Select Requested Roles below. *Training is required within two months of submission (or a new form must be submitted).*

Access Role	Role Responsibilities	Required Training myHR Learn or links below
Select myHR Administration access requested.		
Primary myHR Data Access		
Data Lookup (Full)	Lookup position, appointment, salary, and payroll data in myHR	HRS101A Intro to myHR
or		
Data Lookup (Limited)	Limited access to basic job information (no salary or payroll data).	
Basic Data Entry	Update Reports To, Expenses Supervisors, NetID Coordinators, and Directory data.	
Position Funding Management		
Funding Data Entry	Manage payroll chartstrings/grant funding and enter payroll journals.	101A & 101C pre-req HRS102A Intro to Funding and HRS102B Payroll Funding and Journals
Primary or Backup PTA Approver	Department- or unit-level approver for payroll chartstring/journal entries.	
School Approver	School- or unit-level approver for payroll chartstring/journal entries.	
Online Additional Pay		
Additional Pay Requester	Enter Additional Pay requests for current employees.	101A pre-req HRS107 Deployed Additional Pay
Department Approver	Department- or area-level approver for Additional Pay requests.	
School (Grant) Approver	School- or unit-level approver for Additional Pay that is grant-funded.	
School (Non-Grant) Approver	School- or unit-level approver for Additional Pay that is <i>not</i> grant-funded.	
School Level 2 (Staff) Approver	Final administration/dean approver for staff Additional Pay requests.	
Other Data Management		
Position/Appointment Forms	Print, complete, or approve forms for submitting employee HR transactions.	101A & HRS101B Pos/ Appt Forms
Temp Administration	Manage data for and terminate temporary employees or work-study students.	101A & 103 Temp Admin
Staff e-Recruit		
Coordinator/Authorizer	Enter staff job openings or be assigned as an approver.	Recommended myHR Staff eRecruit
Screener	Review resumes and update/reject candidates.	
Select access to other HR-related systems, if needed.		
Other HR Systems		
I-9 Section 2 Authorizer	Access the I-9 system to complete Section 2 for new employees in school/unit.	HRP003 I-9/E-Verify
Select any reporting access requested. All reports require "Data Lookup (Full)" access above.		
myHR Reports (available in myHR Administration)		
myHR Reporting Dashboard	View/run all queries and reports in one view.	101A & HRS101C Reports and Queries
myHR Query – Run Only	Run existing public queries.	
myHR Query – Create and Edit	Create or edit your own queries in the myHR Reporting Database.	HRS108 (optional)
Cognos/BI Reports (available in the Cognos/BI Reporting tool)		
PED Report by Department	Payroll expense report, organized by department.	101A & HRS101C Reports and Queries
PED Report by Chartstring	Payroll expense report, organized by chartstring (requires NUFinancials security).	
Employee Search Report	View appointment and salary details using specified criteria and dates.	
Position Management Reports	See details about vacant/filled positions and salary budgets.	
ER001 and ER002 Effort Reports	View Committed and Certified effort and payroll data using specific criteria and dates	
<i>If necessary, list any additional access notes or requirements. If removing any access roles or Dept IDs, list them here.</i>		
Notes:		

[HRS101A Introduction to myHR](#)

[HRS101B Position/Appointment Forms](#)

[HRS101C Reports and Queries](#)

[HRS102A Introduction to Funding](#)

[HRS102B Payroll Funding and Journals](#)

[HRS103 Temp Administration](#)

[HRS107 Additional Pay](#)

[HRS108 Query Development](#)

[HRP003 I-9 E-Verify](#)