

b. Select access to **other HR-related systems**, if needed.

Other HR Systems			
<input type="checkbox"/>	I-9 Section 2 Authorizer	Access the I-9 system to complete Section 2 for new employees in school/unit.	HRP003

c. Select any **reporting access** requested. All reports require “Data Lookup (Full)” access above.

myHR Reports (available in myHR Administration)			
<input type="checkbox"/>	myHR Reporting Dashboard	View/run all queries and reports in one view.	HRS101
<input type="checkbox"/>	myHR Query – Run Only	Run existing public queries.	
<input type="checkbox"/>	myHR Query – Create and Edit	Create or edit your own queries in the myHR Reporting Database.	HRS104
Cognos/BI Reports (available in the Cognos/BI Reporting tool)			
<input type="checkbox"/>	PED Report by Department	Payroll expense report, organized by department.	HRS101
<input type="checkbox"/>	PED Report by Chartstring	Payroll expense report, organized by chartstring (requires NUFinancials security).	
<input type="checkbox"/>	Employee Search Report	View appointment and salary details using specified criteria and dates.	
<input type="checkbox"/>	Position Management Reports	See detail about vacant/filled positions and salary budgets.	

5. Department/Chartstring Security Access

a. **Data Access:** List all 6-digit HR DeptIDs that you need access to view/update data; list only the first 4 digits to receive access to all nodes in that DeptID. Attach additional sheet if necessary.

HR DeptID	Department Name	HR DeptID	Department Name

Graduate Student Record Access? Yes No Or, copy Data Access DeptIDs from this existing user: _____

b. **Position Funding Approver:** If you selected a Position Funding “PTA Approver” role, enter the chartstrings that you should approve.

FN Dept	Project	FN Dept	Project

Or, this user is replacing a prior funding approver. Prior funding approver’s name: _____

c. **Online Additional Pay Approver:** If you selected the Online Additional Pay “Department Approver” role, enter the HR DeptIDs to approve.

HR DeptID	Department Name	HR DeptID	Department Name

6. 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:	Date:	<i>Internal Use Only</i>
Department/Unit Approver’s Signature:	Date:	
Authorized School/Unit Administrator’s Signature:	Date:	