Northwestern | HR OPERATIONS, REPORTING & ANALYTICS

myHR Web Service Request Form
Please type or print legibly

REQUESTOR'S INFORMATION

Requesting Department:	School or Administrative Unit:
Name of Primary Responsible Contact (Last, First):	Email Address:
Job Title:	Existing Service Account (if applicable):

WEB SERVICES & MESSAGES

Select the **service(s)** that you are requesting access to:

- [ ] **Primary Demographic:** all active and terminated individuals in myHR, including employees, retirees, and persons outside the institution. For those with multiple jobs or POI assignments, the primary job/instance will be returned.

- [ ] **All Appointments:** all active and terminated individuals in myHR, including employees, retirees, and persons outside the institution. For those with multiple jobs or POI assignments, all jobs/instances will be returned.

- [ ] **Primary Demographic and All Appointments:** combines the data from the Primary Demographic and the All Appointments services.

- [ ] **Future Hire/Rehire:** all future-dated hire/rehire individuals and/or jobs/appointments.

- [ ] **Reports To:** all current approver (supervisor) information for individuals in myHR.

- [ ] **Future Reports To:** future-dated approver (supervisor) information

Select the **messages(s)** that you are requesting access to:

- [ ] **myHR Updates:** messages are triggered when an update is entered in myHR for employees and persons outside the institution (POI).

- [ ] **myHR NetID Updates:** messages are triggered when NetIDs are sent from the Identity Management System to myHR, including new, deleted, and updated NetIDs.

Describe the business purpose/system implementation for which you are requesting this information (attach additional detail if necessary):

DEPARTMENT SECURITY ACCESS

Department security access is **_not_** required for messages or for the Primary Demographic service. All other services are secured by HR Department IDs; complete this section when requesting access to those other services.

If requesting access to an entire school or administrative unit, indicate that school or unit here:

Or, enter the specific HR Department ID for the department(s) for which access is being requested**:**

6-digit Dept ID	Department Name	6-digit Dept ID	Department Name

SIGNATURE & APPROVALS

- I understand that the data retrieved from these services/messages will be used *only* for the purpose indicated in the online request. The data will not be repurposed for any other use or provided to any other individuals unless additional authorization is requested and approved.
- I understand that some information retrieved from myHR services/messages may be protected by institutional policies and/or local, state, or federal laws. All users authorized to access the data agree to abide by all policy and law governing the use of such data.
- I understand that the individual named above will be the primary contact for maintaining the integrity of this data. It is this person's responsibility to ensure that the service and data definitions are fully understood; contact Chris Tondini, myHR, tondini@northwestern.edu with any questions**.**

Primary Contact's Signature:	Date:	Authorized School/Unit Administrator's Signature: Date:
HR Authorization Signature *(to be completed by HR)*:	Date:	Authorized School/Unit Administrator's Name: *(print)*

Submitting Form: Form must be complete with all signatures, printed names, and dates; the School/Unit Administrator signature must be original. Send completed form to Chris Tondini, myHR, 1800 Sherman Road, Suite 600, Evanston or tondini@northwestern.edu. Incomplete forms will be returned to the requestor.

Service Account ID:	Footprints #:	HR Authorization Signature & Date:

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