



Human Resources Security Authorization MaineStreet Time Approval HR Data Access

Complete and submit request to: John Young, x1579, Corbett Hall 225, fax 1548, or email john.young@umit.maine.edu.

Purpose and Instructions

To request or make changes in security access for the Human Resources modules of MaineStreet. Complete this form to add, delete, or change access for users that need to approve employee time. Access to Human Resources data allows an employee to have access to information that is confidential and/or sensitive and that may not generally be available to the public or only be available in a limited manner. Access to this data comes with the responsibility that the information only be used for official and assigned University business while maintaining the strictest standard of confidentiality. Accessing information for personal or inappropriate reasons is prohibited.

Employee Name	EMPLID	DeptID O-	College/Dept
Employee Title	Supervisor Name		

Type of Access

<input type="checkbox"/> Add	<input type="checkbox"/> Revise	<input type="checkbox"/> Delete	Effective Date:
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Access Requested

Time Approval (check all that apply) Employees Students

DeptID's (list all you need to approve time for)

Dynamic Groups or Employee's Names (list all you need to approve time for)

Additional access needed

Departments or College requested for additional access

Job requirements that warrant this access

Signatures

<p>It is understand that with the granting of the above requested access</p> <ol style="list-style-type: none"> 1. Passwords will be maintained in a secure fashion and will not be shared, and 2. Access to information will be consistent with assigned responsibilities, and 3. Confidential or sensitive information will be shared only as necessary in the performance of assigned responsibilities. <p>Employee Signature</p>	Date
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Supervisor Signature	Date
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Completed by HR Security Administrator

Completed By	Date Received in HR	Date Sent to UMS	Portal Link
MS Sec Added	Notes		