



**Human Resources Manager Self Service  
Oracle Security Access Authorization Form**  
Return completed form to Human Resources 5<sup>th</sup> Floor Eastman

**INDICATE ACTION REQUESTED:**

Add User Access: \_\_\_\_\_ Change User Access: \_\_\_\_\_ Delete User Access: \_\_\_\_\_

**USER INFORMATION:**

NAME: \_\_\_\_\_  
Last Name First Name MI

Employee Number: \_\_\_\_\_ EXT: \_\_\_\_\_ FAX: \_\_\_\_\_

HR Organization Name from HR Record: \_\_\_\_\_

BLDG #: \_\_\_\_\_ Oracle User Name: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**ACCESS LEVEL TO VIEW AND UPDATE EMPLOYEE DATA (INCLUDES VIEW ACCESS TO SALARY DATA)**

Indicate TOP Organization that the user should have access to view: \_\_\_\_\_

Should this person be able to see everyone below this organization as well? Yes \_\_\_\_\_

Refer to Organizational Charts at <http://www.rit.edu/fa/humanresources/content/university-organizational-charts>

Next Level Supervisor \_\_\_\_\_

**DEPARTMENT SIGNATURES:**

REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT HEAD NAME\* (PLEASE PRINT): \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*A confirmation will be sent to the department confirming the setup of the access.

**For Human Resources Use Only:**

Manager Self Service Responsibility Name \_\_\_\_\_

HUMAN RESOURCES APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**For Accounting's Use Only:**

ACCOUNTING APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**For ITS Use Only:**

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_