UNIVERSITY OF
SOUTH CAROLINA

HCM Access Form
(1) Complete this form and have it signed by appropriate authority as outlined on the last page of this form.
(2) Attach completed form to the ServiceNow ticket.

Important: Be sure to save this PDF to your drive or a Network folder <u>before</u> you fill it out. Also, be sure to <u>save</u> when you get to the end of the form.

Employee/ Affiliate Contact Information

EMPLID (USC ID)	
Last Name	
First Name	
Department ID Enter your Dept's 6-digit PeopleSoft ID	
Dept./College/Division Name	
Phone	
Email	
Campus/Operating Unit	
Network ID	

Requesting/Removing HCM Access for the Following Departments (6-digit *PeopleSoft Department ID is REQUIRED*). Note: Employees can only have one security level of access in the HCM system across HR, Payroll, Business Manager roles. For example: If someone has access as ePAF Initiator for department 111111 they cannot have access as Account Change Initiator to department 2222222. *Access to Time and Absence is separate from the main HCM access and can be for different departments as applicable (outlined on page 2).

Remove Role(s):

☐ This person has a **change in responsibilities** within their current office and requires a change in roles. Roles/Department(s) to be removed: _____.

☐ This person has left their **current** USC office, but **remains employed** in a different USC office. Please remove roles and departments for old office.

☐ This person is **no longer employed/affiliated** with USC.

To Add/Update Payroll or HR Roles, please provide the 6-digit PeopleSoft Department ID for each Department for which you are requesting access. If requesting top node access for a College, Division, or Campus please just indicate the highest department node 6 digit code below.

_____   _____   _____   _____   _____   _____   _____

Add Payroll/Business Manager Access (Roles): These roles must be approved by the Business Officer.

☐ **Account Funding Change –** Ability to initiate Account Funding Changes (current and future dated). **Campus/**

☐ **Department Approver 1 –** Approve Account Funding Change actions.

☐ **Business Manager** – Ability to view relevant accounting, benefits, HR, and payroll related queries and reports.

☐ **View HCM Distribution** - Access to view GL Distribution information (*this is in the Finance Intranet).

Add Human Resources Access (Roles): These roles must be approved by the College/Division/Campus HR Contact.

☐ **College/Division HR Contact (Columbia)-** Access to Job Data with History, Current Job Page, HR Query Access, HR Reports, Process Monitor Access, HR Job Data Search.

☐ **Campus College/Division HR Contact (Aiken, Beaufort, Palmetto, Upstate)** - Access to Job Data with History, Current Job Page, HR Query Access, HR Reports, Process Monitor Access, HR Job Data Search.

☐ **Department HR Contact (all Campuses)** - Access to Current Job Page, HR Query Access, HR Reports, Process Monitor Access, HR Job Data Search.

☐ **Workflow Notifications** - Receive email workflow notifications for all HR actions initiated within assigned security.

☐ **Affiliate Initiator -** Ability to create transactions for Affiliates.

☐ **EPAF Initiator** - Ability to create HR transactions for <u>faculty and staff employees</u>.

☐ **Student Initiator** - Ability to create HR transactions for student employees.

☐ **Campus/Department Approver 1** - Approver HR Actions (One person can have both approver roles).

☐ **Campus/Department Approver 2** - Approve HR Actions (One person can have both approver roles).

☐ **Student Transactions Approver** - Ability to approve transactions submitted for student employees.

To Add Time/Labor and Absence Management Approver Roles, please provide the 6-digit PeopleSoft Department ID for each Department for which you are requesting access. This access can be different than your primary HCM HR/Payroll access as submitted in the previous sections.

_____   _____   _____   _____   _____   _____   _____

☐ **Time/Labor and Absence Management Approver** - Ability to enter time worked on behalf of the employee, request absences on behalf of the employee, and approve timesheets and absence requests as back-up to the manager. **The College/Division/Campus HR Contact must authorize this role.**

☐ **Add-on Leave Administration Approver** - Ability to request the following leave on the behalf of the employee: Bone Marrow Donor, Organ Donor, Sick Leave Advancement, Leave Transfer and Family and Medical Leave Absences. Employees receiving this role **must** understand UofSC's policies and procedures regarding the administration of leave. ***Employees with this role may have access to confidential and sensitive health-related information, which must be protected in accordance with federal and state laws, regulations, policies, procedures, and guidelines. Additional employee attestation required. The College/Division/Campus HR must authorize this role.**

<u>Required</u> **Attestation for Add-On Leave Admin Role**

I understand that continual training may be required to retain access to this role. I understand that unauthorized access or disclosure, through my deliberate actions or negligence, of confidential and sensitive health-related information could subject me to criminal and civil penalties imposed by law. If I am ever in doubt about my responsibilities regarding confidential and sensitive health-related information, I will contact the Central Benefits Office at 803-777-6650 or HRleave@mailbox.sc.edu.

_____   _____   _____
Employee/Affiliate Signature   Date   Employee/Affiliate Name Printed

Required User Agreement for Responsible Use and Confidentiality of Data, Technology, and User Credentials

I have completed the Securing the Human training, and I understand that by virtue of my employment or relationship with the University of South Carolina (UofSC), I may have access to University Technology Assets, including data, technology, user credentials, and other assets, which must be protected according to laws, regulations, policies, procedures and guidelines. Including the following university policies.

> UNIV 1.52 - Responsible Use of Data, Technology, and User Credentials
> IT 3.00 - Information Security

I acknowledge that:

1. I have read and understand the above policies.
2. Unauthorized access or disclosure, through my deliberate actions or negligence, of any data, information, technology, user credential, or another asset could lead to criminal and civil penalties imposed by law. I further acknowledge that unauthorized disclosure or access may also constitute just cause for disciplinary action. In the event access is determined to be contrary to university policy or applicable law, appropriate measures will be taken, including referral to student, employee, or faculty disciplinary processes.
3. **If I am ever in doubt about my responsibilities regarding UofSC data, technology, user credentials, or other assets involving Payroll or Human Resources data, I will immediately consult the applicable Payroll or Human Resources Data Stewards.**

_____   _____
Employee/Affiliate Signature   Date

_____   _____
Business Manager Signature (Required for Payroll Access)   Date

_____   _____
Print Business Manager Name Printed   Date

_____   _____
College/Division/Campus HR Signature (Required for HR Access)   Date

_____   _____
College/Division/Campus HR Name Printed   Date

_____   _____
Chancellor, Dean, VP, or Dept. Head Signature *Only required if no Business Manager or HR Contact Available.   Date

_____   _____
Print Chancellor, Dean, VP, or Dept. Head Name Printed   Date

This Section for Central HR/Payroll Use ONLY:

_____   _____
Payroll Data Steward Approval and Name Printed   Date

_____   _____
HR Data Steward Approval and Name Printed   Date

_____   _____
Benefits Data Steward Approval and Name Printed   Date