

<b>Employee Name:</b> _____	<b>EMPLID #:</b> _____
<b>Job Title:</b> _____ (Check One)	<b>Department:</b> _____
<b>Existing Employee</b> <input type="checkbox"/> <b>New Employee</b> <input type="checkbox"/> <b>Transfer/Title/Name Change</b> <input type="checkbox"/>	<b>Non-Employee</b> <input type="checkbox"/> <b>Student Employee</b> <input type="checkbox"/>
<b>Email Account Name:</b> _____	<b>Ext:</b> _____ <b>Phone:</b> _____

**CONFIDENTIALITY STATEMENT** (please read carefully):

PeopleSoft serves as Alabama State University’s administrative information system for employee and student data. PeopleSoft access and screen privileges are issued to individuals with the understanding that they will use the information obtained only to conduct their official duties, and that no information will be disclosed to any person who does not have an official business purpose. In the interest of ensuring the secure and proper use of this data and in adhering to FERPA – *Family Education Rights & Privacy Act (1974)*, we request that you agree to these operational principles by reading the following and signing below:

As an employee of Alabama State University, whose positions’ responsibilities require interaction with any or all of the University’s administrative information system called PeopleSoft, I understand that I may be provided with direct access to confidential and valuable data.

1. I will maintain the confidentiality of my password for all systems to which I have access.
2. I will maintain or view the data to which I have access in strictest confidence. The information viewed will not be shared in any manner with unauthorized users.
3. I understand that the use of the University’s administrative data for profit or personal purposes is strictly prohibited.
4. I will immediately notify my supervisor of my knowledge of any unauthorized use or access of the system regardless of whether such unauthorized use or access is done inadvertently or advertently.
5. I understand that inappropriate use of my privileges to access and use administrative data and/or my failure to abide by these operational principles may result in disciplinary action, loss of access to the system and possible sanctions up to and including dismissal from the University.

I have read, understand and agree to abide by the above guidelines throughout my employment with the University.

**Name (please print clearly):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department & System Data Owner**

I approve the access to the Role Assignment(s) I have selected below for this employee. I understand it is my responsibility to initiate an account termination request when this applicant’s employment terminates or no longer requires access to these systems due to job change or transfer.

\_\_\_\_\_  
**Name (please print clearly)**

\_\_\_\_\_  
**Name (please print clearly)**

\_\_\_\_\_  
**Signature**  
Employee Supervisor

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**  
System Data Owner

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Job Title**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Job Title**

\_\_\_\_\_  
**Phone #**

<b>Date Account created</b> _____	<b>User name/temp pswd</b> _____	<b>Date User Notified</b> _____	
<b>Date Account deleted</b> _____		<b>Processed by OTS Staff</b> _____	

Please select the job title or general category that best describe your job function. A separate security form must be used for additional access to the Financials and Requisitions modules. All hired employees will receive the HR Self Service and Travel Expense Roles. Once proper signatures have been obtained, please have your fully signed forms delivered to the **Office of Technology Services (OTS) - Council Hall room 315** for processing.

<b>HR Self Service and Travel and Expense Roles Only</b> <input type="checkbox"/>		<b>No System Data Owner Return to OTS room 315</b>	
Asst. Acadome Director <input type="checkbox"/>	Asst. Stud Org Cord <input type="checkbox"/>	Asst. Director Comm Srv. <input type="checkbox"/>	Engineer Tech_Media <input type="checkbox"/>
Acct. Exec_SB/Couns._Ctr.Leadership <input type="checkbox"/>	Athletic Coaches <input type="checkbox"/>	Custodian <input type="checkbox"/>	Equip Mgr Audio Video Prod Mgr <input type="checkbox"/>
Asst. Student Org Cord. <input type="checkbox"/>	Customer Srv Rep <input type="checkbox"/>	Director Stud Actv. <input type="checkbox"/>	Exec Director App Tech <input type="checkbox"/>
Building & Grounds Serv. <input type="checkbox"/>	Food Serv. <input type="checkbox"/>	Equip Mgr <input type="checkbox"/>	Facilities Crew Chief <input type="checkbox"/>
Computer Lab Mgr <input type="checkbox"/>	Inventory Assistance <input type="checkbox"/>	Food Serv. <input type="checkbox"/>	Graphic Designer <input type="checkbox"/>
Custodian <input type="checkbox"/>	Media Spec. Tech <input type="checkbox"/>	Media Tech <input type="checkbox"/>	News Reporter 2 <input type="checkbox"/>
Exec Analyst <input type="checkbox"/>	Office Mgr <input type="checkbox"/>	News Reporter 1 <input type="checkbox"/>	On Call Radio Announcer <input type="checkbox"/>
HVAC Supervisor <input type="checkbox"/>	Paralegal <input type="checkbox"/>	Police Captains <input type="checkbox"/>	Police Corporal <input type="checkbox"/>
News Director Reporter 2 <input type="checkbox"/>	Police Officer & Public Safety <input type="checkbox"/>	Security Officer <input type="checkbox"/>	Prod Tech <input type="checkbox"/>
Program Assistant <input type="checkbox"/>	Program Associate <input type="checkbox"/>	Staff Writer <input type="checkbox"/>	Stud_Actv Intra_Sprts <input type="checkbox"/>
Talent Search Counselor <input type="checkbox"/>	Univ. Photography <input type="checkbox"/>	University Editor <input type="checkbox"/>	Upward Bound Counselor <input type="checkbox"/>
Vehicle Driver <input type="checkbox"/>	Univ.Campus Mail Service <input type="checkbox"/>		

<b>Campus Solutions Departments Employee Self Service</b> <input type="checkbox"/>		<b>System Data Owner: Marie McNear</b>	
Band Tech. <input type="checkbox"/>	Access Srv Culture Heritage Mgr. <input type="checkbox"/>	Admin Assistant Athletic Director <input type="checkbox"/>	Acad Computing Cord <input type="checkbox"/>
Chief Oper Officer <input type="checkbox"/>	Asst. Tech Oper Mgr. <input type="checkbox"/>	Admin Secretary American Disability <input type="checkbox"/>	Admin Assist to President <input type="checkbox"/>
Data Entry Clerk <input type="checkbox"/>	Athletic Coaches <input type="checkbox"/>	Adv. Studies Curriculum PT <input type="checkbox"/>	Cable Tech <input type="checkbox"/>
Director Health Srv. <input type="checkbox"/>	Data Analyst <input type="checkbox"/>	Asst. Demo Srv Mgr. <input type="checkbox"/>	Compliance Cord <input type="checkbox"/>
Director of Trio <input type="checkbox"/>	Director Continuing Edu <input type="checkbox"/>	Band Director <input type="checkbox"/>	Cord Student Media <input type="checkbox"/>
Director of Univ Relation <input type="checkbox"/>	Director Counseling Ctr <input type="checkbox"/>	Director Career Srv. <input type="checkbox"/>	Director of Minority/Foreign Students <input type="checkbox"/>
Director SDB Urban Eco. <input type="checkbox"/>	Director Dropout Intv Prog <input type="checkbox"/>	Director Coll. Comp Lab <input type="checkbox"/>	Exec Director Police <input type="checkbox"/>
Director Small Bus <input type="checkbox"/>	Director Student Actv <input type="checkbox"/>	Director Ctr for Leadership <input type="checkbox"/>	International Program Mgr. <input type="checkbox"/>
Director Special Proj <input type="checkbox"/>	Director Teacher Edu <input type="checkbox"/>	Eval. Sys. Oper <input type="checkbox"/>	Inventory Assist <input type="checkbox"/>
Exec Director Police <input type="checkbox"/>	Editorial Asst <input type="checkbox"/>	IR_Research Asst. <input type="checkbox"/>	Licensed Practical Nurse <input type="checkbox"/>
Health Sci Operation Mgr. <input type="checkbox"/>	Eval Sys Oper <input type="checkbox"/>	IR_Statistician <input type="checkbox"/>	Police Investigator <input type="checkbox"/>
Judicial Affairs Officer <input type="checkbox"/>	Facilities Cord <input type="checkbox"/>	Learning Spec. <input type="checkbox"/>	Research Tech <input type="checkbox"/>
Media Spec. <input type="checkbox"/>	Head Master Southern Norm <input type="checkbox"/>	Library Services & Librarians <input type="checkbox"/>	Senior Lab Instr. <input type="checkbox"/>
Office Mgr. <input type="checkbox"/>	Lab Instr. <input type="checkbox"/>	Program Assist <input type="checkbox"/>	Senior Secretary <input type="checkbox"/>
OTS_Staff <input type="checkbox"/>	Media Relation Spec. <input type="checkbox"/>	Public Info Assistant <input type="checkbox"/>	Telecommunication Staff. <input type="checkbox"/>
Program Coordinator <input type="checkbox"/>	Registered Nurse <input type="checkbox"/>	Research Assist <input type="checkbox"/>	Testing Spec. <input type="checkbox"/>
Retention Spec. <input type="checkbox"/>	Research Associate <input type="checkbox"/>	Retention Assist. <input type="checkbox"/>	Ticket Sellers <input type="checkbox"/>
Supervisor of Testing <input type="checkbox"/>	VP of Stud Affairs <input type="checkbox"/>	Univ. President <input type="checkbox"/>	VP of Stud Activity <input type="checkbox"/>

<b>Admissions</b>			
Admission PT <input type="checkbox"/>	Admissions Assistant <input type="checkbox"/>	District Recruiter <input type="checkbox"/>	Director of Admissions <input type="checkbox"/>

<b>Records and Registration</b>			
Grad Asst. <input type="checkbox"/>	Acad Records Analyst <input type="checkbox"/>	Acad Plan & Eval Research <input type="checkbox"/>	Degree Sys Auditor <input type="checkbox"/>
Grad Research Asst. <input type="checkbox"/>	Admin Secretary Adv. Studies <input type="checkbox"/>	Admin Secretary Records Reg <input type="checkbox"/>	Staff Associate <input type="checkbox"/>
Graduate Student <input type="checkbox"/>	Admin Secretary Aerospace Studies <input type="checkbox"/>	Transcript Clerk <input type="checkbox"/>	Transcript Clerk Spec. Asst. <input type="checkbox"/>
Undergrad Student <input type="checkbox"/>	Assistant Registrar <input type="checkbox"/>	Registrar <input type="checkbox"/>	

**Advisement**

Admin Secretary Advisement <input type="checkbox"/>	Academic Advisor <input type="checkbox"/>	Athletic Academic Advisor <input type="checkbox"/>	Assoc. Director of Advisement <input type="checkbox"/>
Director of Advisement <input type="checkbox"/>			

**Housing**

Admin Residence Hall <input type="checkbox"/>	Assist Dir. of Resident Hall <input type="checkbox"/>	On-Call Residential Staff <input type="checkbox"/>	Night Weekend Cord <input type="checkbox"/>
Director Residence Hall <input type="checkbox"/>	Floater/ Resident Hall <input type="checkbox"/>	Residence Hall Night Cord <input type="checkbox"/>	

**Colleges**

Admin Secretary all Deans <input type="checkbox"/>	Acad_Coord_Clinical_Edu <input type="checkbox"/>	Acad Lab Cord <input type="checkbox"/>	Admin Secretary Business Admin <input type="checkbox"/>
Dean Univ Library & Center <input type="checkbox"/>	Adjunct <input type="checkbox"/>	Adjunct & Advisor <input type="checkbox"/>	Faculty <input type="checkbox"/>
Faculty & Advisor <input type="checkbox"/>	Program Coordinator Sciences <input type="checkbox"/>	Associate Professor <input type="checkbox"/>	Admin Secretary all Dept <input type="checkbox"/>
Program Assistant <input type="checkbox"/>	Senior Secretary Bio Science <input type="checkbox"/>	Senior Admin Bus Dev Urban Ctr <input type="checkbox"/>	

**Business and Finance****System Data Owner: Alondrea Pritchett****Employee Self Service** 

Account Exec Counselor <input type="checkbox"/>	Accountant <input type="checkbox"/>	Accounts Payable Spec <input type="checkbox"/>	Accounts Receivables Supervisor Stud_Acct <input type="checkbox"/>
Acct. Exec_SB/Counselor_Purch <input type="checkbox"/>	Accountant Grant & Contr <input type="checkbox"/>	Accounts Payable Supervisor <input type="checkbox"/>	Admin Secretary Comptroller Ofc <input type="checkbox"/>
Accts Receivables Accountant <input type="checkbox"/>	Accounts Payable_PT <input type="checkbox"/>	Bursar <input type="checkbox"/>	Asst. Bursar <input type="checkbox"/>
Auditor <input type="checkbox"/>	Assistant Bursar <input type="checkbox"/>	Chief Accountant <input type="checkbox"/>	Asst. VP of Business & Finance Comptroller <input type="checkbox"/>
VP for Business & Finance <input type="checkbox"/>	Asst. Dir. of Purchasing <input type="checkbox"/>	Chief Accountant Grant & Contr <input type="checkbox"/>	Budget Analyst <input type="checkbox"/>
Grants Specialist <input type="checkbox"/>	Auditor II <input type="checkbox"/>	Station Manager <input type="checkbox"/>	Director of Purchasing <input type="checkbox"/>
Program Coordinator_Bldg & Grds <input type="checkbox"/>	Budget Director <input type="checkbox"/>	Payroll Assistant <input type="checkbox"/>	Purchasing Specialist <input type="checkbox"/>
Student Srvc Facility Mgr. <input type="checkbox"/>	Operations Mgr. <input type="checkbox"/>	Procurement Specialist SBDC <input type="checkbox"/>	
Voucher Auditor <input type="checkbox"/>	Payroll Specialist <input type="checkbox"/>	Senior Accountant <input type="checkbox"/>	
	Program Coordinator Sports <input type="checkbox"/>	Senior Accountant II <input type="checkbox"/>	
	Senior Accountant II <input type="checkbox"/>	Univ. President <input type="checkbox"/>	

**Human Resources****System Data Owner: Derrick Carr****Employee Self Service** 

Benefits Mgr. <input type="checkbox"/>	HR Specialist/EEO Compliance <input type="checkbox"/>	HR Employment Ins Manager <input type="checkbox"/>	HR Resource Analyst <input type="checkbox"/>
OTS_Business Analyst <input type="checkbox"/>	IR_Statistician <input type="checkbox"/>	Univ. President <input type="checkbox"/>	

**Contributor Relations****System Data Owner: Jennifer Anderson****Employee Self Service** 

Development Records Analyst <input type="checkbox"/>	Development Records Assistant <input type="checkbox"/>	Data Mgr._ Dev Records <input type="checkbox"/>	Alumni Relations <input type="checkbox"/>
VP of Inst. Advancement <input type="checkbox"/>	Univ. President <input type="checkbox"/>	Director of Development <input type="checkbox"/>	Director of Alumni Rel. <input type="checkbox"/>

**Financial Aid****System Data Owner: Davida Haywood****Employee Self Service** 

Fin-Aide Functional Sys Analyst <input type="checkbox"/>	Fin Aid Data Analyst <input type="checkbox"/>	Fin-Aid Counselor <input type="checkbox"/>	Dir. of Financial Aid <input type="checkbox"/>
Fed Work Study Counselor <input type="checkbox"/>	Other Financial Aid Positions <input type="checkbox"/>		

**Please Check Additional Access Needed.**

**Additional Security Access:** Email Access  Building/Office Access  List the Building Name \_\_\_\_\_

My Job Title is not listed  Job Title/Position: \_\_\_\_\_

I need the following Campus Solutions Access to:

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