

**SIMON FRASER UNIVERSITY**  
**PeopleSoft HRMS Security Access**  
 Burnaby, B.C. V5A 1S6

**Freedom of Information and Protection of Privacy**  
 Access to the PeopleSoft HRMS System is subject to the Systems' confidentiality policy and the privacy rules set out in the Freedom of Information and Protection of Privacy Act. These rules govern appropriate collection (i.e. updating), accuracy, protection, use and disclosure of an employee's personal information recorded on this system. Only employees who need to see this information to do their jobs are permitted access. Employees granted access to this personal information are responsible for ensuring compliance with the policy and privacy rules.

[SEE BACK FOR INSTRUCTIONS]

**Step 1 Complete ALL fields in this Section**

<b>Name</b>	<b>Employee ID</b>	<b>Computing ID</b>	<input type="checkbox"/> New Access <input type="checkbox"/> Change Access [All previous access will be removed unless otherwise stated.] <input type="checkbox"/> Temporary Access <input type="checkbox"/> End Access Effective Start Date: _____  Effective End Date: _____
<b>Department</b>	<b>Telephone</b>	<b>Signature</b>	

**Step 2 Select Access and Indicate Rollup ID**

\*Rollup ID \_\_\_\_\_ (e.g. B18700)      \*The Rollup ID is REQUIRED in order to setup the timekeeper, departmental assistant and/or IFPBS access.

- Timekeeper Access (Includes access to Timesheets, Biweekly Schedules, Timekeeper Queries, and Timekeeper E-mail Group).
- Departmental Assistant (Includes access to run Encumbrance Reports and Departmental Assistant Queries).
- IFPBS Access (Includes access to Budget Line Item by Account, Salary Budget Worksheet, nVision, Budget Queries and Budget Comments Report).

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- Parking Access -For Parking Office Use Only (Includes access to Deductions Setup, Employee Inquiry, and Parking Queries).
- Facilities Management Timekeeper Access – For Facilities Management Use Only.

**Step 3 Read and Sign Privacy and Confidentiality Agreement**

The Confidentiality Agreement form is required if you have NOT completed one previously.

- Attached signed Privacy and Confidentiality Agreement.

**Step 4 Obtain Departmental Authorization**

By signing this form, you authorize access to HAP for the above-named staff member in your Department or Faculty. You are responsible for ensuring that this staff member is apprised of and abides by the Systems Confidentiality Policy.

Applicant's Supervisor: Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

Applicant's Supervisor's email address: \_\_\_\_\_@sfu.ca

Department/Group Authorization: Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_  
 (Only the Department Manager, Budget Manager, and Director of Administration may authorize)

**Step 5 Submit Form to Payroll at Payroll@sfu.ca**

If you have questions or need help with completing this form, please e-mail payroll@sfu.ca.

Payroll Authorization: Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_  
 (Payroll Manager, Payroll Assistant Manager)

Financials Authorization: Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_  
 (Finance Manager, Budget Administrator)

**SYSTEMS USE ONLY**

Confirmation of HAP Access: Security Assigned \_\_\_\_\_

Rejection of HAP Access: Reason \_\_\_\_\_

Security Analyst \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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## INSTRUCTIONS:

### Step 1: Complete ALL fields in this section.

- Name – First Name Last Name
- Employee ID – 9 digit SFU number
- Computing ID – this is your ID used for email (e.g. [JDOE123@sfu.ca](mailto:JDOE123@sfu.ca))
- Department – Department Name
- Telephone – Work Phone
- Signature

Check one of the following:

- New Access – for new employees or only have standard employee access.
- Change Access – for employees who already have access and need to have their security updated. All previous access will be removed.
- Temporary Access – for employees who require access for only a specified amount of time. If this is checked, please indicate the end date so that the security can be removed by completing the 'Effective date' field.
- End Access – for employees that need to have their security removed for reasons such as terminations, transfers, or change in job duties. If this is checked and the "Effective date" field is blank, the security will be removed immediately upon receiving the access form.

Effective dates– these dates are helpful to ensure the security requests can be processed in a timely manner.

Examples:

*Checking "New Access" for a new hire and filling out a start effective date of Sept 1, 2009 would indicate the security access should be applied Sept 1, 2009. Complete the effective end date if this is only temporary access.*

*Checking "Temporary Access" for a temporary employee and filling out a effective start date of Dec 31,2009 and effective end date of Dec 31, 2010 would indicate the security access should be applied on Dec 31, 2009 and removed on Dec 31,2010.*

*Checking "End Access" for an employee and filling out a effective end date of Dec 31, 2009 would indicate the security access should be removed on Dec 31, 2009.*

### Step 2: Select Access and Indicate Department Rollup ID.

Check the appropriate box to indicate access being requested and ensure the Rollup ID is provided if requesting Timekeeper, DA, or IFPBS access. Note: Do not include projects numbers as the security cannot be setup at this level at this time.

### Step 3: Read and Sign Privacy and Confidentiality Agreement.

To gain access to the system, you'll need to read and sign the confidentiality agreement. Please obtain a copy and submit it along with the access request form to Payroll. If you have previously signed one, you do not need to sign one again.

### Step 4: Obtain Departmental Authorization.

In order to process your request, you will need your Supervisor; and the Department Manager, Budget Manager, or Director of Administration to sign the form. Applications cannot be processed without the appropriate authorizations.

### Step 5: Submit Form to Payroll at [payroll@sfu.ca](mailto:payroll@sfu.ca)

Once you have completed the above with the proper authorizations, please send the form(s) to [payroll@sfu.ca](mailto:payroll@sfu.ca). You will be notified once your security request has been processed.

If you require further assistance, please e-mail [payroll@sfu.ca](mailto:payroll@sfu.ca).