

HR Systems – General Access Request



UNIVERSITY
OF MANITOBA

Instructions to Unit Administrator:

V.2017.08

- (1) Please submit this request as soon as the employee is appointed, or as needed resulting from a position change.
- (2) General Access to HR Systems is for users whose job duties are within the unit and who are not responsible for [university-wide](#) functions (such as IST Accounts Office, Auditors, Financial Services Accountants, Human Resources, Payroll Services, etc.)

Employee and Position Information

Last Name	Given Name	UM Employee Number
Faculty / Administrative Unit	Department / Unit Name	
Position Title	Work Email Address	Work Phone Number

General User Access Request

Access Effective Date _____ Access End Date (where applicable) _____

Scope (Select all that apply) [positions within user's area only](#) [ALL positions within and reporting to the unit's area](#)

- | | |
|--|--|
| <input type="checkbox"/> Employee administration | - Approve staff vacation/leave requests, absence management, performance evaluation
- This includes access to view submitted entries by the unit's payroll time entry clerk
- Access is usually reserved for unit Business/Office Manager |
| <input type="checkbox"/> Staff support | - Run vacation reports, absence reports, etc. |
| <input type="checkbox"/> Employee compensation | - Run/review salary increase reports, view appointment
- Receive notifications on salary/step increases for the whole unit (Direct supervisors receive notifications automatically)
- Access is only provided for unit Financial Administrator/Assistant |
| <input type="checkbox"/> Financial budget planning** | - Reporting tools to facilitate unit budget planning
- Access reserved for Finance/Budget officers within Faculty/Administrative Unit |
| <input type="checkbox"/> Payroll reporting ** | - Run Payroll Authorization Reports, Individual Deductions Report
** Note: User will require additional access approval (i.e. Change in Signing Authority Form)
Please refer to Financial Services Form website, or contact (204) 480-1001 |
| <input type="checkbox"/> Payroll time entry | - Enter/adjust employee timesheets within VIP
- Run timesheet summary for Business Manager approval |
| <input type="checkbox"/> Recruitment / hiring duties | - Create job/posting requests on behalf of unit
- Candidate management within postings, and offers |
- Recruitment Scope: Administrators & Managers (including EMAPs) Unionized Support Staff (Unifor, AESES, CUPE 1482) Researchers
- Full Time Academics (UMFA, GFT) Course based teaching & support (CUPE Sessional, TAs) Excluded Students and Casual staff
- Academic Nil Appointments Other Request: _____

- **Both the User and Unit Authorizer** accepts the terms of the university of Manitoba computing usage agreement
 - User will not share password with any person, or permit any other person to access information under their account
 - User will be diligent in not leaving computer screen(s) open and unattended in order to protect employee records
 - User will automatically lose their access upon position change, retirement or termination
- **Notice Regarding Collection, Use, and Disclosure of Personal Information by the University**
Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of assigning access roles and functions within Human Resource Information Systems. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. (204) 474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

User Signature

Authorization Signature by Faculty/Admin. Unit Manager

Date