

Part I. Employee Information (who require access)

Note:

- All mandatory fields must be **typed** - **handwritten forms will be returned to unit** (Exception: authorization signature and User Signature)
- Unit can begin access request as soon as the employee is hired.
- HR will process the request when proper Authorization Signature is in place.

Employee Number: _____

Employee Name: _____

Faculty/Admin. Unit: _____ Work Address: _____

Department/Area: _____ Work Phone: _____

Position Title: _____ Work E-mail: _____

Application Reason: New Position Change Access Rights Replace existing user Back-up to existing user

Existing User Name: _____

Access Request (Select ALL Applicable):

<input type="checkbox"/> HR Employment Info./Reports (VIP HR Info)	<input type="checkbox"/> Payroll Time Entry to submit work hours (VIP Time Entry)	Time Entry Codes: _____
<input type="checkbox"/> HR Postings & Recruitment (REACH-UM)	<input type="checkbox"/> Payroll Authorization Reports (VIP Payroll Reports)	
<input type="checkbox"/> Other: _____		

Unit Authorization

*"Unit Authorization" is defined as **authorized personnel** with signing authority within an Academic Faculty/School, and/or Administrative Unit whose head reports to the President, Vice-President, Associate Vice-President or Vice-Provost.
 For example: Faculty of Medicine Dean's Office; Libraries Director's Office; Student Affairs - Enrolment Services
 An academic department/program within a faculty or school is **NOT** Unit Authorization as defined within this application form.*

Authorization Signature: Contact Phone: _____

or

Authorizer Name & Title: _____

Part II. User Agreement (Please read carefully, check all statements, and sign)

- I accept the terms of the University of Manitoba [Computer Accounts - Usage Agreement](#)
- I will not share my password with any person, or permit any other person to access information under my account
 - I undertake to be diligent in not leaving computer screen(s) open and unattended.
 - I also undertake to notify Human Resources when I no longer require VIP access, such as position change/transfer, resignation and/or retirement.
- I accept responsibility for its use and agree to abide by the University of Manitoba policies and procedures
- I will only use the information from University of Manitoba Human Resource information systems (VIP, REACH-UM) for duties directly related to my job;
 - I will not disclose or share information without prior approval from Human Resources at the University of Manitoba;
 - I understand that misuse of this account will lead to the suspension of my computing privileges to allow investigation. Confirmed misuse will result in the withdrawal of computing privileges and may lead to legal action by the University.

User Signature: _____ Date: _____

Important: User must sign the agreement within 3 business days from position start date, and mail the original copy directly to UM-HR (309 Administration Building) within 2 weeks. Failure to comply will void the request.