Purpose: Instructions for requesting access to the Human Capital Management (HCM) applications and the HCM Discover Reporting. If you have questions regarding this form, please call 848-932-3972.

Prerequisites to requesting access: Prior to gaining access to Rutgers’ applications you must be an active University employee and have a NetID. For instructions, please go to the NetID Management and Activation page (http://oit.rutgers.edu/services/account/quick.html). It is also required that you read and accept the University Online Access Agreement (http://identityservices.rutgers.edu/agreement). A NetID is required to access and accept this agreement. Your form cannot be processed until you accept the online access agreement.

Access Request Form: Using the instructions below, fill out the RIAS HCM Access Request Form. Completed and signed forms should be forwarded to University Human Resources, Administrative Services Building II, Cook Campus, 57 U.S. Highway 1 South or faxed to UHR at 732-932-0046.

SECTION 1: APPLICANT INFORMATION

All fields in this section are required for processing.

SECTION 2: RIAS Human Capital Management (HCM) Access

Select the type of access request:

- New – access does not currently exist
- Add To Current Access – to add to the existing roles or dept id accesses
- Replace Existing – remove all current roles and dept id accesses and replace with new assignments selected
- Remove All – all accesses and roles will be deleted. Section 4 should be completed by the applicant and other approval level employees.
- Terminated – managers should select this option if submitting a request for an individual who has terminated employment at the University. Section 4 should be completed by the appropriate approval level employees.

Select all applicable HCM roles for which you are requesting access:

**HCM Administrative Roles:** Employees may only hold one role (i.e. View or Preparer or Approver of each function type.)

- **HR View:** Provides read only access to employees who are not Preparers or Approvers requiring the need to look up assignment data on employees.

- **HR Preparer:** Provides the ability to prepare new hires online templates including any necessary attachments and for preparing any transactions such as leaves of absence, change in terms of appointment, supervisory and location changes, academic reappointments, retirements, and terminations. Also provides ability to maintain Visa/Citizenship information for foreign nationals.

- **HR Approver:** HR Approvers will be responsible for validating job data, approving or denying the transactions, following established business processes for an approval or denial and for any necessary changes to an employee’s account distribution at the time of transaction routing. HR Approvers will also have access to maintain the list of Department Activity 1 and 2 values that can now be utilized in payroll distributions. All transactions are routed to the Primary HR Approver by default.

- **Commitment Accounting Preparer:** Provides the ability to enter and submit Employee level charging instructions to a CA Approver for both hourly and salary employees in their designated departments for past, current or future dated pay periods. Users in this role will also be responsible for preparing the Salary Reallocation form (when needed) and will have access to maintain the list of Department Activity 1 and 2 values that can now be utilized in payroll distributions.

- **Commitment Accounting Approver:** Provides the ability to approve Employee level charging instructions created by the CA Preparer for both hourly and salary employees in their designated departments for past, current or future dated pay periods. This role will have the ability to effect commitments for their salaries employees on grant and non grant accounts. Users in this role will also be responsible for approving the Salary Reallocation form (when used).
• **Time and Labor Timekeeper:** Provides the ability to enter time transactions directly into the PeopleSoft time system for their department employees.

• **Time and Labor Approver:** Provides the ability to review and approve time worked for their department employees. Approvers must be able to verify the time input is the time worked. The Approver is responsible to communicate any changes to the Time and Labor Timekeeper who would make the appropriate adjustment.

• **Discoverer Report User/Preparer:** Provides access to HR data associated with the department codes listed.

**HCM Academic Roles**

• **Academic Deans Admin:** Access limited to individuals in the Dean’s Office. This role provides limited base application access to update teaching responsibilities for part-time lecturers and to view tenure status data for faculty members. Tenure data will be maintained centrally by the EVPAA, Academic Affairs.

• **Academic Dept Teach:** Access limited to individuals at the level of an academic department. This role provides limited base application access to update teaching responsibilities for part-time lecturers and to view tenure status data for faculty members. Tenure data will be maintained centrally by the EVPAA, Academic Affairs.

• **Academic Dept:** Access limited to individuals at the level of an academic department. This role provides limited base application access to view teaching responsibilities for part-time lecturers and tenure data for faculty members. Tenure data will be maintained by the EVPAA, Academic Affairs.

**SECTION 3: HCM DEPARTMENTS**

Enter the department identification code (5 digits) for which access roles will apply. All roles will apply to all indicated departments, including all subordinate units. A separate list of department identification codes may be attached if additional space is required.

**SECTION 4: APPLICANT REVIEW AND APPROVALS**

Applicants requesting access to the RIAS application(s) must read and accept the Basic Expectations for Approvers and Preparers and accept the online Agreement for Accessing University Information. Signing this section of the form confirms that you have read and accepted these responsibilities. You will also be expected to complete system user training based on your level of access.

All requests for access must be reviewed and approved by the applicant’s Business Manager, if applicable.

The review and approval of the Department Chair, Director or the Associate/Instructional Dean is required.

Authority to access specific administrative data must also come from the appropriate Business Process owner(s) responsible for the data.

Requests will not be processed without the appropriate signatures.