

Pitt Worx Access Information Form

Please complete this form to establish or modify access to Pitt Worx applications. To submit this form, please ensure all necessary fields have been completed and email the completed form to hrforms@pitt.edu.

Please choose one: **New User** **Existing User** **Access Termination**

Effective Date: Employee Number:

Requester Name:

Full Legal Name:

Department/Division Name: Responsibility Center:

Current University Computing Account:

NON-PITT EMPLOYEES ONLY:

Please provide a phone number and email address so that important access information, including your gender, social security number, and date of birth can be obtained.

Contact Phone Number:

Contact Email:

*FOR INTERNAL USE OF ERP APPLICATIONS—
 HCM APPLICATIONS ONLY*

Additional Comments:

Authorization

Requester: As the requester, I affirm that I have read and understand University Computing, Information, and Data Policies:

- [AO 11 Computer Data Administration \(formerly 10-02-04\)](#)
- [AO 10 Computer Access and Use \(formerly 10-02-05\)](#)
- [AO 35 University Administrative Computer Data Security and Privacy \(formerly 10-02-06\)](#)

I affirm that I will abide by these policies and use the requested data access only as required in the performance of my University duties.

Supervisor: As the supervisor for the requester, I affirm that this request is in accordance with the requester's job function. I will be responsible for taking the appropriate change action if the requester has a change in employment status.

Requester Signature: Date: Phone:

Supervisor Printed Name:

Supervisor Signature: Date: Phone:

Authorized RC Signature: Date: Phone:

Review Authorized RC Approvers List: https://www.pittworx.pitt.edu/sites/default/files/PittWorx_RCAprovers.pdf

Department, Responsibility Center, or Senior Officer Administrator Role Request

Add/Remove

Identify if you are adding or removing access by selecting the radio button in the appropriate Add/Remove column.

Access Area

Identify the Access Area by entering the name of the Department, Responsibility Center, or Senior Officer that is needed for access. Multiple fields may be completed.

Security Groups

Designate the Security Group(s) needed for the access by selecting the checkbox in the appropriate field. The definitions for the Security Groups are:

- **Staff:** Staff, Union Eligible, and Purchaser
- **Student:** Student Worker and Federal Work Study
- **Faculty:** Faculty, Research Associate, Non-Employee, and Purchaser
- **Academic:** Academic (including graduate students), Certificate, and Post-Doctoral

Module Access

Indicate the different module(s) that are needed by selecting the checkbox in the appropriate field. This will provide the user with access to the employees identified in the Access Area and Security Groups sections:

- **Employee Info:** Access to employees' personal and assignment information, including salaries; will also provide them with access to submit employee actions.
- **Time Cards:** Access to view, edit, and approve time cards.
- **TEAM Form:** The TEAM form provides account information for pay for hourly employees and vacation/sick payouts for salaried staff.
- **Payroll Register:** Access to run and view payroll registers; must also receive Employee Info access.

Add/Remove		Access Area			Security Groups				Module Access			
Add	Remove	Department(s)	Responsibility Center(s)	Senior Officer(s)	Staff	Student	Faculty	Academic	Employee Info	Time Cards	TEAM Form	Payroll Register

FOR INTERNAL USE ONLY
Worker Category/AOR Assigned
HR Customer Assessment Signature:

FOR INTERNAL USE ONLY
Pitt IT System Administrator Signature: