CONNECTND HRMS SECURITY ACCESS REQUEST

OFFICE OF MANAGEMENT AND BUDGET

SFN 54176 (12-2013)

Name of Person Requiring Access	Business Unit	Employee ID	Action ☐ Add New Employee ☐ Change Existing ☐ Delete Employee
E-mail Address	Active Directory (ND Gov Account)	Date	

To be completed by Agency Authorized Personnel. Remit to OMB Central Payroll Office when completed.

PeopleSoft HRMS System			
Add	Remove	Role	Description
		NDS_HR-PR_USER_8.9	HR/PR Role - Access to all HR and Payroll screens - Workforce Administration, Position Data, Payroll for North America, Commitment Accounting, Reports, and Query Viewer
		NDS_HR_USER_8.9	HR Role - Access to Workforce Administration, Position Data, Reports and Query Viewer
		NDS_PR_USER_8.9	PR Role - Access to Payroll for North America, Commitment Accounting, Reports, and Query Viewer
		NDS_HR-PR_INQUIRY_8.9	HR/PR Inquiry Role - Inquiry access to all screens the HR/PR User has with the exception of pages that include a Social Security Number or bank information
		NDS_HR_INQUIRY_8.9	HR Inquiry Role - Inquiry access to the Workforce Administration and Position Data screens with the exception of pages that include a Social Security Number or bank information
		NDS_PR_INQUIRY_8.9	PR Inquiry Role - Inquiry access to the Payroll for North America and Commitment Accounting screens with the exception of pages that include a Social Security Number or bank information
		NDS_Benefits_Administration	Benefits Administration Role - Access to enter and view all benefits screens
		NDS_Time	State Time Entry Role - Access to the State Time Entry, Query Viewer, and inquiry to paycheck data for verification
		NDS_TIME_DISTRIBUTION_USER	Time Distribution Role - Access to the custom State Time Redistribution piece
		NDS_REPORTS	Report Role - Access to run all reports that are available for State Users
		NDS_QUERY_UPDATE	Query Update Role - Access to change and write queries
		NDS_QUERY_RUN_ONLY	Query Run Only Role - Access to run existing queries
		NDS_EPROFILE_MGR	eProfile Manager Role - Access to Manager Self Service including subordinate Job and Personal Information with the exception of pages that include Social Security Number or bank information
		NDS_EPROFILE_AGENCY_ADM	eProfile Agency Administrator Role - Access to agency Job and Personal Information with the exception of pages that include Social Security Number or bank information
		NDS_AGENCY_RECRUITER	Primarily responsible for various recruiting functions within that agency. Access to applicant data for their agency.

*** Effective August 1, 2007, a background check is required prior to the assignment of any of the above payroll roles. See OMB Fiscal Policy 112.**

		NDS_HIRING_MANAGER_PROXY	An employee that interfaces with the recruitment system on behalf of a hiring manager. These employees have the same access as hiring managers.
		NDS_CSSB_HIRING_MGR	A county social services board (CSSB) hiring manager is a person that has been entered into HCM as a person of interest in order to grant access to the Recruiting Solution modules. The Person of interest type assigned to these users is '00012 = CSSB Hiring Manager'
		NDS_TALENT_MGMT_AGENCY_ADM	Talent Management Agency Administrator Role - Administrative access to ePerformance, Profile Mgmt, Career and Succession planning
		NDS_ABSENCE_MGMT_AGENCY_ADM	Absence Management Agency Administrator Role - Administrative access to Absence Events and Review Absence Balances
		NDS_ABSENCE_MGMT_MGR_SELF_SVC	Absence Management Manager Self Service - Approve absences, manage schedules, view and approve leave requests; based on "Reports To"

NOTE: Employees who have access to personal information and download or extract this information from PeopleSoft are responsible for the information and who it is distributed to.

Authorized Agent Name (Please Print)	Telephone Number
Signature Approval	Date