CONNECTND HRMS SECURITY ACCESS REQUEST

OFFICE OF MANAGEMENT AND BUDGET
SFN 54176 (12-2011)

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

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_RECRUITMENT_USER	Recruiting Solutions Role - Access to Recruiting Solutions (formerly Recruiting Administration)
		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

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

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