



CONNECTND HRMS SECURITY ACCESS REQUEST
 OFFICE OF MANAGEMENT AND BUDGET
 SFN 54176 (8-2007)

Name of Person Requiring Access	Business Unit	Employee ID	Action
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_RECRUITMENT_USER	Recruiting Solutions Role - Access to Recruiting Solutions (formerly Recruiting Administration)
		NDS_Training_Administrator	Training Admin Role - Access to Training 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