

# Human Resources

## Wesleyan Information Network (WIN: Ellucian Colleague) Application Access Request Form

**IMPORTANT:** Only select those accounts the user should have access to at the time this document is submitted. Keep in mind that the user's access will always reflect the most recent form received by the Information Technology department.

**Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

Check any reporting tools the employee will need:  ODS  SQL  iStrategy

TEST Testing Only	LIVE Live/Production	Security Classes
<input type="checkbox"/>	<input type="checkbox"/>	ALL.IN.USE - Allow access to all IN USE records
<input type="checkbox"/>	<input type="checkbox"/>	HR.ADMIN - Administration Utilities
<input type="checkbox"/>	<input type="checkbox"/>	HR.BUS - Security for HR Finance Office
<input type="checkbox"/>	<input type="checkbox"/>	HR.BUS.2 - Security level 2 for HR Finance Office
<input type="checkbox"/>	<input type="checkbox"/>	HR.BUS.ACCT - Security for Accounting Supervisor
<input type="checkbox"/>	<input type="checkbox"/>	HR.DATA.COORD - Security for Data Coordinator
<input type="checkbox"/>	<input type="checkbox"/>	HR.DATA.COORD.2 - Security level 2 for Data Coordinator
<input type="checkbox"/>	<input type="checkbox"/>	HR.ENTRY - Temporary Security Class for HR Entry
<input type="checkbox"/>	<input type="checkbox"/>	HR.IR.BUD - HR Security for Institutional Reporting and Budget Planning
<input type="checkbox"/>	<input type="checkbox"/>	HR.MGR - Security for Team Leader
<input type="checkbox"/>	<input type="checkbox"/>	HR.MGR.2 - Security level 2 for Team Leader
<input type="checkbox"/>	<input type="checkbox"/>	HR.POS.TEMP - Temporary Access for Position Definition Screens
<input type="checkbox"/>	<input type="checkbox"/>	HR.PR.MGR - Security for Director - Budget and Finance
<input type="checkbox"/>	<input type="checkbox"/>	HR.PR.MGR.2 - Security level 2 for Director - Budget and Finance
<input type="checkbox"/>	<input type="checkbox"/>	HR.PR.SPEC - Security for Payroll Specialist
<input type="checkbox"/>	<input type="checkbox"/>	HR.PR.SPEC.2 - Security level 2 for Payroll Specialist
<input type="checkbox"/>	<input type="checkbox"/>	HR.QUERY - Inquiry Access to File Information Screens
<input type="checkbox"/>	<input type="checkbox"/>	HR.TCDE.TEMP
<input type="checkbox"/>	<input type="checkbox"/>	PC.ADMIN - Position Control Administration
<input type="checkbox"/>	<input type="checkbox"/>	WEBADMIN - Allow Web Admin Support for Users
<input type="checkbox"/>	<input type="checkbox"/>	WEBPR.ADMIN - Control access to employees' payroll information
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

**Supervisor Name:** \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Module Custodian 1 Name:** \_\_\_\_\_

Module Custodian 1 Signature: \_\_\_\_\_

**Module Custodian 2 Name:** \_\_\_\_\_

Module Custodian 2 Signature: \_\_\_\_\_

<b>IT Use Only</b>	<b>Technical Specialist:</b> _____	<b>Date Completed:</b> _____
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