

## **PeopleSoft Access Request Form**

HR Absence Management, Time & Labor System

Use	r Info	rmation	
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<form></form>	Name:		Position T	itle:	CSU	CSUB ID #:		
Absence Management is unable in Projection I: Encode the ability is report. Yield and approve analyzes absences, tuch an Vacation, Sick Leve, etc. You should request this acces <ul> <li>Image: Self Service (Approve)</li> <li>Image: Self Service (Approve)</li></ul>	Email Address:			Campus Ext:	Effe	ctive Date:		
<form></form>					Dept #			
<form></form>	Absence M	anagement Sys	tem (Faculty / Staff	Absence Reporting)				
<form></form>	Absence Management is	a module in PeopleSoft system. It	provides the ability to report	, track and approve employee abse		eave, etc. You should request this access		
<form>         Department administrative support stiff employee who reviews absences entered by employees for accuracy.         The ALL BOLD SYSTEM (Student Worker Time Reporting)         The and lack in Peoplosith strum: In provide the ability for poor, track and approve student torker time worked. You should request this access if your responsibility includes the ability for operating the access if your responsibility includes the ability for operating the access if your responsibility includes the ability for your operating the access if your responsibility includes the ability for your operating the access if your responsibility includes the ability for your operating the access if your responsibility includes the ability for your operating the access if your responsibility includes the access if your responsibility includes the access if your responsibility includes the access if the access is a single access the access if your responsibility includes the access is the access if the access is a lacion between the Approver(s). Time Reporter(s) i.e. Student Assistants, and Payroll Services staff. Access is limited to printing the 'Reported Time Report on's.         Department diministration cases is requested for Absence Management and/or Time &amp; Labor System. Access to Human Resources data will only be granted to the Department Aministration responses the Approver(s). Time Reporter(s) i.e. Student Assistants, and Payroll Services staff. Access is limited to printing the 'Reporter Time'.         Department diministration cases is requested for Absence Management and/or Time &amp; Labor System. Access to Human Resources data will only be granted to the Depart Project Name         Department diministration cases is requested for Absence Management and/or Time &amp; Labor System. Access to Human Resources data will only be granted to the Department Aministration requests and</form>			pervisor) who approves abso	ences entered by employees and r	eviewed by Timekeepers.			
<form></form>			ployee who reviews absence	s entered by employees for accurac	у.			
<form></form>	Time & Lab	or System (Studen	t Worker Time Reportin	g)				
In the Administrator (Dean, Manager, or Supervisor) who reviews and approves reported time generated by the PeopleSoft Time & Labor system for student assistant employees under their supervision or complexes under their supervision or complexes. The MPP appropriate administrator must generated by an MPP appropriate administrator, who enfirst eprote them a durated them assist table system approval protexes. The MPP appropriate administrator using the "Reported Time" report.         Department administrative Support stiff employee who acts as a lakion between the Approver(s). Time Reporter(s) Le. Student Assistants, and Payroll Stores stiff. Access is limited to priorite the "Report" only.         Department or Grant Projects for which access is requested for Absence Management and/or Time & Labor System. Access to Human Resources data will only be granted to the Depart or Project Name         Dept or Project ID       Dept or Project Name       Dept or Project Name         Dept or Project More Depter Project Name       Dept or Project Name       Dept or Project Name         Statisture below certifies find the employee listed above.       Mole above access to resonalisensitive data, becasues such data is relevant and necessary the ordinary course of performing hubbre poly. Advises and department hister advises to and use of information contained in employee, applicant, estimated to the department hister or supervision. The state of the state and users of the different labor and users of information contained in employee, applicant, estimated to the ordinary course of performing hubbre poly. Advises and department hister advisue accessate to and user of information co	managing student worke	er time in your department. Please			vorked. You should request th	his access if your responsibility includes		
Imployees under their supervision or         Imployees under their supervision         Imployees under their supervision       Imployees under their supervision	MPP Adm	inistrator (Dean, Manager, or Super	visor) who reviews and appro	oves reported time worked.				
writes reported time and runs the Time & Labor system approval process. The MPP appropriate administrator must sign the "Reported Time" report.         Department administrative supports after employee who acts as a laison between the Approver(s). Time Reporter(s) i.e. Student Assistants, and Payroll services staff. Access is limited to printing the "Reported Time Report" only.         Department of Grant Projects for Mulch access is requested for Absence Management and/or Time & Labor System. Access to Human Resources data will only be granted to the Department of Grant Project Name         Dept or Project ID       Dept or Project Name       Dept or Project Name         Dept or Project ID       Dept or Project Name       Dept or Project Name         Dept or Project Name       Dept or Project Name       Dept or Project Name         Dept or Project Name       Dept or Project Name       Dept or Project Name         Dept or Project Name       Dept or Project Name       Dept or Project Name         Dept or Project Name       Dept or Project Name       Dept or Project Name         Dept or Project Name       Dept or Project Name       Dept or Project Name         Dept or Project Name       Dept or Project Name       Dept or Project Name         Dept or Project Name       Dept or Project Name       Dept or Project Name         Dept or Project Name       Dept or Project Name       Dept or Project Name         Statisto Excess on advesor Alinformation contained in endoxee on prove a		Ŭ		view and approve reported time ge	enerated by the PeopleSoft Tir	ne & Labor system for student assistant		
Beginnent administrative support staff employee who acts as a liaison between the Approver(s), Time Reporter(s) i.e. Student Assistants, and Payroll     Services staff. Access is limited to printing the "Reported Time Report" only.								
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Dept or Project ID         Image: Interpret ID       Image:			uested for Absence Manager	nent and/or Time & Labor System. /	Access to Human Resources da	ta will only be granted to the		
My signature below certifies that the employee listed above, who is under my supervision, requires access to personal/sensitive data, because such data is relevant and necessary the ordinary course of performing his/her job duties under the title and department listed above at California State University, Bakersfield. I understand my obligation is to orient the employee to ensure that he/she understands the state and federal laws and University policies that govern access to and use of information contained in employee, applicant, ard student records, including data that is accessible through oral, written or by electronic means.  Check, if applicable ( <i>Time and Labor Approver Designee Role Only</i> ):  I authorize the above listed employee to act as my designee in verifying and processing reported time using the PeopleSoft Time & Labor system approval process. I understand that as the appropriate administrator I am required to sign and approve all "Reported Time" reports and that copies must be maintained by the department for four (4) years.  Appropriate Administrator Signature  Appropriate Administrator Signature  Appropriate administrator.  School / Dept Review Doc Log #: Dot Log			Dept or Project ID	Dept or Project Name	Dept or Project ID	Dept or Project Name		
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II. User Acknowledgement         I acknowledge that access to the above listed PeopleSoft HR system has been requested on my behalf         by my appropriate administrator.         Employee Signature	My signature below certifie the ordinary course of per employee to ensure that h student records, including Check, if applicable I authorize the a I understand tha	es that the employee listed abov forming his/her job duties under ne/she understands the state and data that is accessible through o ( <i>Time and Labor Approver Des</i> above listed employee to act as m at as the appropriate administrator	e, who is under my superv the title and department l d federal laws and Univer ral, written or by electronic <b>signee Role Only</b> : ny designee in verifying and	rision, requires access to person isted above at California State U sity policies that govern access means. d processing reported time using	al/sensitive data, because s Jniversity, Bakersfield. I und to and use of information of the PeopleSoft Time & Labo	lerstand my obligation is to orient thi contained in employee, applicant, an or system approval process.		
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Employee Signature		-	IR system has been reques	sted on my behalf				
Employee Signature Date	by my appropriate adminis	trator.				•		
	Employee Signature			te				

Confidentiality Form on File? 
Yes No

Confidentiality Form Verification – HR Admin Support

Date Reviewed: