



GENERAL INFORMATION		
Employee Name:		CSUB ID#:
E-mail Address:		CSUB Phone:
Department:		Dept. ID#:
Employee Type:	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff/MPP <input type="checkbox"/> Student Worker	Action: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Inactivate
Effective Date:	Contact Name:	Phone:

ACCESS REQUESTED
<input type="checkbox"/> Division Budget Lead (Analyst/MPP) (grants access to myHR LCD Reports for the selected division)
<input type="checkbox"/> Department Coordinator/Analyst (grants access to myHR LCD Reports for the departments listed below)

SIGNATURES		
Faculty/Staff/MPP:	<input type="checkbox"/>	I have read and agreed to the confidentiality agreement
Student Workers:	<input type="checkbox"/>	I have read, agreed, and attached the confidentiality agreement
	Print Name	Signature
Employee:		
Dean/Director/AVP Approval:		Date

HUMAN RESOURCES		
Route form to <a href="mailto:HR@csub.edu">HR@csub.edu</a> for verification and <a href="mailto:twilliams@csub.edu">twilliams@csub.edu</a> for approval.		
Confidentiality Agreement on file in HR or Student Worker Confidentiality Agreement Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Verification completed by:
Human Resources Approval:		

ITS - ENTERPRISE APPLICATIONS UNIT (E-Apps 101)		
Route form to <a href="mailto:ITS-Businessoffice@csub.edu">ITS-Businessoffice@csub.edu</a> for access to be updated.		
Access Updated By:		