REQUEST TIMEKEEPER ROLE

Log Into MyFresnoState

Select Security Requests
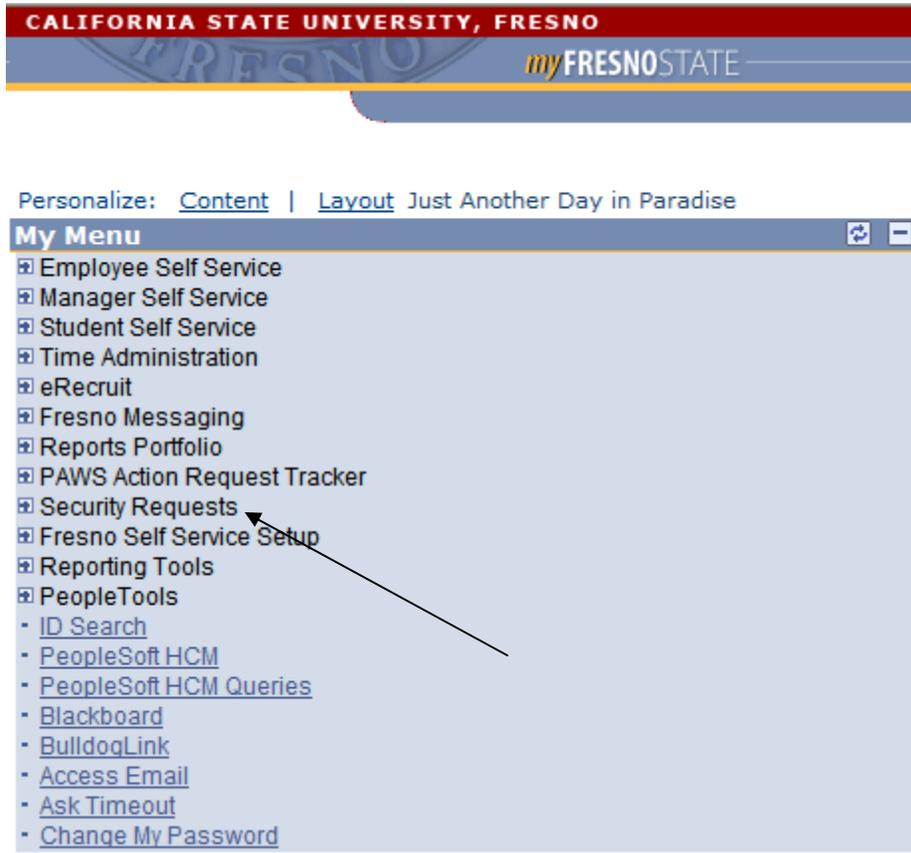
Select New Security Request

Select User Security, then click [Next tab] .
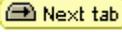
Online Security Request Form

Need Help?

Please complete the following form for new or change of access to the PeopleSoft Human Resources, Student Administration and Financials systems. Fields with an asterisk (*) are required in order for the form to be submitted.

If you are experiencing a problem with your current security, please enter that information directly in PAWS Action Request Tracking.

Select Request Type

⦿ **User Security**

Used to request security for a new user or to request additional security for an existing user. (Please do not enter requests for problems with security.)

◯ **After Hours Access**

Used to request access to Administrative areas during non-business hours for users restricted to that time.

[Next tab]

Enter either the Empl ID or last name and click search. Once the correct employee is identified within the listing, click on the box next to the employee's name and click "Add".

If you need to add another employee you can click the + sign to add another record, if you are only requesting security for this one employee, click [Next tab] .

Select Absence Management – Timekeeper. Then click [Next tab] .

Online Security Request Form

The following is a list of the most frequently requested roles for Human Resources, Student Administration and Financials. Please select the roles you wish to have granted to the employees you have specified.

If you do not see the roles needed or need to provide additional information, please use the comments box on the next page.

Access Choices (Select all that apply)

Human Capital Management

☐ **Human Resources User**
General role granted to all users with administrative access to Human Resources application. Provides basic reports and access required for all HR role users. Does not provide any confidential access or information by itself.

☐ **HR Financial Reporting**
Provides access to financial accounting reports including personnel budgeting and expenditure balancing

☐ **Student Time Entry**
Provides access to Student Time Entry functions and reporting.

☑ **Absence Management - Timekeeper**
Role granted to an individual within a department who will review leave time entered by department employees for accuracy. This role also allows the timekeeper to enter leave time on behalf of the employee's within the department. The role provides access to leave balances and previously used leave time for all employees within a department ID. This role does not provide any confidential access for information by itself.

☐ **Part-time Faculty Entry**
Provides access to Part-time Faculty Maintence functions and reporting.

☐ **DAA Faculty Reporting**
Provides access to HR reporting for academic departments that manage faculty, either full time or part time.

☐ **Recruitment Request**
Provides access to eRecruit for department staff to submit and monitor recruitment.

Select if this is a permanent request or a request for specific dates. Input the appropriate information, then click [Next tab].

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Please specify if this request is for permenant access or for a limited date range.

Permanent access requests will be granted as long as the employee is actively employed in the position and department identified on this request.

If this request is date limited, please specify the effective date range for the access. The access will be active for the employees and dates specified in the request, or until no longer actively employed in the position and department identified on this request.

Security Dates Effective

Request is for: ◉ Permanent Access
                    ○ A Range of Dates

Effective From: [   ]

Effective Thru: [   ]

[Previous tab] [Next tab]

The employee will automatically be given access as a timekeeper for the employee's department ID number. If there are other departments ID's (organizational ID's) that the employee would need to be the timekeeper for, they should be listed in the Explanation of Request / Special Instruction section. Then click [Save].

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Explanation of Request / Special Instructions

Please provide an explanation of the job duties that require this access for the person(s) requested. **Failure to provide this information may delay this request.**

Also, you may use this box to enter any additional information or instructions you fill are necessary to properly complete this request.

[   ]

Submit the Request

Press the SAVE button at the bottom of the form to complete the request.

After submitting the request a confirmation email will be sent to you and the employee(s) specified on the form. The form will be routed to the MPP and Supervisor (if applicable) for the employee(s) specified on the form for approval. As the request is approved and processed email notices will be sent to you and the employee(s) specified on the form.

[Previous tab]   [Save]