HISD Human Resources
PeopleSoft Access Request Form

Section 1 — About You

EMPLOYEE ID	NETWORK ID	FIRST NAME	LAST NAME
DEPARTMENT NUMBER	DEPARTMENT NAME	JOB TITLE	PHONE NUMBER

Section 2 — Access Requested

DEPARTMENTS REQUESTED	REQUESTOR'S REMARKS	PEOPLESOFT ROLES REQUESTED	
	Add in addition to current PeopleSoft access?		

Section 3 — Approvals

STEP 1: REQUESTOR	DATE SIGNED
STEP 2: PRINCIPAL, MANAGER, OR SUPERVISOR	DATE SIGNED
STEP 3: BUSINESS PROCESS OWNER (1)	DATE SIGNED
STEP 3: BUSINESS PROCESS OWNER (2)	DATE SIGNED

Section 4 — HRIS Review

FINAL REVIEW: HRIS REPRESENTATIVE	DATE REVIEWED	STATUS

HRIS REMARKS

Note: Incomplete forms will be returned unprocessed to the requestor.

Form rev.