



San Francisco State University – HRMS

ACCESS REQUEST FORM FOR SYSTEM ACCESS

*Requester _____ @sfsu.edu *Phone: () _____
 Name

*Administrative Approval _____ @sfsu.edu *Phone: () _____
 Name

USER INFORMATION

*User Name: _____ UIN (Emplid): _____
 Last First

*Classification Information: _____ *Email: _____ @sfsu.edu
 Classification /Job Code Title

*Dept ID: _____ *Phone: () _____
 (Presently Employed In)

User ID: _____ Fax: () _____
 MVS / SIMS / HRS / FMS

* required information

If you need any assistance completing the form, call 5-HELP (ext: 5-4357).

NEW ACCESS (check this option if establishing access for the first time)

CHANGE ACCESS (check this option to add, change or delete access)

ETRAC Creator

Add	Remove	Change	Access to Dept(s) ID	Faculty/Staff/MPP/Student	Student Only

Notes:

Approval chain can be reviewed on line following this path: Home > SFO Self Service > E-TRAC > Inquire > Approval Chain View.

ETRAC Approver

Add	Remove	Change	Access to Dept(s) ID	Level (1,2,3,4)	Faculty	Staff and MPP	Student	Immediate Pay	New Position

Notes:



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Time and Labor (TL) – Time Keeper		
Add	Remove	Dept(s) ID (If you type more than one Dept Id, please separate with commas.)
Notes:		

Time and Labor (TL) – Approver		
Add	Remove	Dept(s) ID (If you type more than one Dept Id, please separate with commas.)
Notes:		

Labor Cost Distribution (LCD)				
Add	Remove	Dept(s) ID	Role	Description
			SF LCD Dept Expense Lookup	Access to SFO LCD dept expense lookup.
			SF LCD Power User Role	Access to create LCD queries
Notes:				

Faculty				
Add	Remove	Dept(s) ID	Role	Description
			Faculty Assigned Time and Non Teaching Workload	Access to faculty assigned time & non teaching workload
			Advanced Faculty	Provides faculty queries
Notes:				

A completion of **ESIP Training** (<https://www.sfsu.edu/online/esip.htm>) must be on file in Human Resources, Safety and Risk Management for all HRMS users.

This process will take approximately 5 working days. If the security access change is to occur at a later date, please type the specific date:



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Attach and send the completed form via email to hrms-security-admin@sfsu.edu with a copy (CC:) to your administrator. It is recommended that you submit all access request forms via email or the online form, however, if you are unable to email the access request form please drop it off at the HR office (ADM 252) :

Attention: Kamyar Marashi
HRMS Security Administrator