

STAFFING - REQUEST FOR PEOPLEADMIN USER ACCOUNT

DIRECTIONS: Please type or print information in all fields, then print this document, obtain required signatures, scan to PDF, and return by email to jobs@unmc.edu. Incomplete requests will not be processed.

Department Name	Business Unit
Employee Information	Supervisor Information
Last Name, First Name	Last Name, First Name
Title	Title
Email Address	Email Address
Work Phone Number	Work Phone Number

Supervisor Section: Please select appropriate group permission(s) access below. See Definitions for each on Page 2.

<input type="checkbox"/>	Position Description Viewer	<input type="checkbox"/>	Dean/Director (Approver)
<input type="checkbox"/>	Requisition Creator	<input type="checkbox"/>	Department Approver/Chair (Approver)
<input type="checkbox"/>	Manager	<input type="checkbox"/>	Facilitator

Signatures – Both Employee and Supervisor must sign this document or permissions will not be granted.

I certify that the access requested is work related and necessary to perform the duties of my position.

Employee Signature:

Date:

I certify that this employee needs access to perform the duties of his/her position.

Supervisor Signature:

Date:

Access to the PeopleAdmin system is based on Group Permissions. Group permissions define roles that you can assign to users. UNMC has the following group permissions: Position Description Viewer, Requisition Creator, Manager and Facilitator.

DEFINITIONS:

Position Description Viewer

- ✓ Permitted to view position descriptions only within the position management module for assigned department(s).
- ☒ No access to create or update positions description.
- ☒ No access to Application Tracking Module to view or create requisitions and view applications.

Requisition Creator

- ✓ Permitted to create new requisitions within the application tracking module for assigned department(s).
- ☒ No access to view or disposition applications received for requisition.
- ☒ No access to Position Management module to view or update positions descriptions.

Manager

- ✓ Permitted to create and/or update position descriptions within the positions management module for assigned direct reports.
- ✓ Permitted to create and view requisitions within the application tracking module for assigned department(s).
- ✓ Permitted to view application(s) received in assigned requisition.
- ☒ No access to disposition the applicant workflow state for the application(s).

Facilitator

- ✓ Permitted to create and/or update position descriptions within the positions management module for assigned department(s).
- ✓ Permitted to create new requisitions within the application tracking module for assigned department(s).
- ✓ Permitted to view applications and disposition the applicant workflow state for the application(s) received for requisition.

Dean/Director

- ✓ Department Approver for Staff and Academic/Faculty Position Descriptions, Actions, Requisitions and can view active applicants.

Department Chair/Approver

- ✓ Department Approvers for Academic/Faculty requisitions only and can view active applicants.

Risk Management

- ✓ University Approver for Non-Faculty Volunteer requisitions only.

Academic Services

- ✓ Manage access user for all Academic/Faculty requisitions.