

**The University of Alabama in Huntsville  
Administrative Computer Account Request  
To Access The Human Resource System**

**Requesters Name:** \_\_\_\_\_  
(Please Print First Name Middle Initial Last Name )

**SSN ID Number:** \_\_\_\_\_

**UAH Status:** [ ]Faculty [ ]Staff [ ]Student Worker [ ]Temporary Employee \_\_\_\_\_  
(ending date)

**Requesters- Dept.:** \_\_\_\_\_ **Office Phone/Ext.:** \_\_\_\_\_

**Campus Bldg. Room:** \_\_\_\_\_ **Budget Number:** \_\_\_\_\_

**Authority Signatures**

\_\_\_\_\_  
Department Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Authority

\_\_\_\_\_  
Date

**Security and Confidentiality Agreement for Human Resource System**

In making this application for computing resources I hereby consent to the monitoring of my usage of these computing resources for the purposes of accounting and for detecting unauthorized use.

I understand that all data, especially SSN ID numbers, home addresses, personal, and financial information are confidential. I agree not to discuss or release this data, or any other employee data to any party, except to a UAH employee as required in the discharge of my or their official University responsibilities.

In no case will I release employee data obtained through the HRS System to any party outside the University, even in the event of a claimed emergency. If an individual outside the University claims that employee data are needed in response to an emergency, I will immediately refer the individual to the Office of Public Safety, or Human Resources as applicable.

I further agree to maintain procedures within my office that safeguard the confidentiality of employee data. This includes, but is not limited to: not leaving my terminal unattended while it is logged onto the HRS System, and not authorizing another person to sign on to HRS nor to access any data using my account.

I understand that my continued access to the Human Resource System depends upon my compliance with all applicable laws, policies, and procedures. I understand that any unauthorized usage of my account or unauthorized disclosure of employee data obtained through use of that account would make me subject to disciplinary action and, in appropriate cases, could lead to criminal prosecution.

I acknowledge that I have read, understand, and will comply with the computer use and data confidentiality policies of the office where I am employed. I will read the UAH Computer Security and Usage Policy, and comply with the terms of this Account Request.

**Account Requester:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature)

**Information Services Use only**

User I.D \_\_\_\_\_

UIC: \_\_\_\_\_

Initial Password: \_\_\_\_\_

Expiration: \_\_\_\_\_

Account: \_\_\_\_\_

Date Letter Sent: \_\_\_\_\_

Account Administrator: \_\_\_\_\_

Date Removed: \_\_\_\_\_

SCT Operator No.: \_\_\_\_\_

# Human Resource System Screen Access

(The following is to be completed by the proper authority)

Users Primary HRS Department/Area: \_\_\_\_\_ / \_\_\_\_\_

Allow access to HRS menu Options: \_\_\_\_\_  
\_\_\_\_\_

Initial HRS Display Screen: \_\_\_\_\_

User Type Template Type: \_\_\_\_\_

(Templates Types - 01=Payroll, 15=HR1, 16=HR2, 17=HR3, 20=Benefits, 25=Staff Emp  
30=Budget1, 31=budget2, 32=budget3, 35=Research)

(Template layouts are available from Human Resources MDH 137)

-- OR --

To Specify A Unique Access Indicate The Screens Needed Below.

(Complete this part only if the user cannot use one of the above templates.)

## Screen Access

Enter: A = Update Access, I = Inquiry Only, D = Denied (default if blank)

001__	002__	010__	011__	012__	015__	016__	017__	018__	019__	020__
021__	022__	023__	024__	025__	026__	027__	030__	031__	034__	035__
036__	040__	041__	042__	043__	044__	045__	046__	048__	049__	051__
052__	053__	054__	055__	056__	057__	058__	059__	061__	062__	063__
064__	066__	067__	068__	069__	082__	083__	099__			
149__	150__	151__	153__	154__	161__	162__	163__	164__	171__	172__
173__	174__	175__	176__	177__	178__	179__	180__			
201__	202__	203__	204__	205__	206__	207__	208__	209__	210__	211__
212__	213__	214__	216__	217__	218__	219__	220__	221__	222__	224__
225__	226__	227__	228__	229__	230__	231__	232__	233__	234__	235__
236__	237__	238__	239__	240__	243__	250__	260__	261__	270__	271__
280__	281__	282__	283__	284__	285__	286__	287__	289__	290__	291__
292__	293__	294__	302__	304__	305__	306__	307__			
65C__	65E__	65O__	65S__	65W__						
A01__	A02__	A03__	A04__	A19__	A20__	A21__	APP__			
B01__	B04__	B22__	B99__	BBC__	BBF__	BBH__	BDC__	BDF__	BDH__	BEN__
C01__	C02__	C03__	C04__	C05__	C06__	C07__	C08__	C09__	C10__	C11__
C12__	C13__	C14__	C15__	C30__	C31__	C32__	C33__	COV__		
DA2__	DA3__	DAT__	EMP__	ENR__	ESS__	HRS__				
L02__	L16__	L18__	L19__	L21__	L22__	L23__	L24__	L30__	L31__	L36__
L40__	L41__	L42__	L43__	L44__	L45__	L52__	L53__	L54__	L55__	L56__
L57__	L58__	L59__	L61__	L63__	L68__	L69__	L70__	LC1__	LE1__	LP1__
M31__	M52__	M54__	M63__	MAR__						
N02__	PAY__	PDS__	POS__	REQ__	SYS__					
T01__	T02__	TBK__	TC0__	TC1__	TC2__	TC3__	TCA__	TCL__	TJC__	TP1__
TP2__	TPB__	TPC__	TPD__	TPE__	TPR__	TSC__	TSD__	TST__	TTT__	
W01__	W02__	W03__	W04__	W05__	W07__	W08__	W09__	W10__	W11__	W12__
W13__	W14__	W15__	W16__	W17__	W18__	W19__	W20__	W21__	W22__	W23__
W24__	W25__	W26__	W27__	W28__	W29__	W30__	W31__	W32__	W33__	W34__
W35__	W36__	W37__	W38__	W39__	W40__	W41__	W42__	W44__	W45__	W46__
W47__	W48__	W49__	W50__	W51__	W52__	W53__	W54__	W55__	W56__	W57__
W58__	W59__	W60__	W61__	W62__	W63__	W64__				
WA1__	WG1__	WL1__	WP1__	WR1__						

## Screen Access Approval

Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_