Non-DHRM HRE User
View Only Access
Department of Human Resource Management
HRE Security Access Request Form

This form supersedes all other security forms.
Please include all necessary access required for your approved role on your DPR
Submit this document as an attachment to your case created under topic HRE/EPAR Support in Case Management

Request Type:

☐ New ☐ Change Access

Section I- Individual requesting access or change of access to HRE System
Customer Agency: _____Title: _____
Name: _____ Employee ID: _____

Section II- **View Only Access**- Please check all that apply

- ☐ **Reports:** State Wide Reports
- ☐ **Classification:** Job: DHRM Job Descriptions
- ☐ **Classification:** Position: MPRs/DPRs
- ☐ **HREventure:** Training Records
- ☐ **State Finance:** Special State Payroll Access. (Payroll Personnel Only)
- ☐ **Employee Records**

Section III- List the agency numbers and org rangers you're requesting access to.

Agency # ex 200	**Org Range** ex. 1124-1450

Section IV- Justification. Please explain the business reasons that justify your need for HRE access. Special Request: if you need access to information not listed above, please describe that access and the justification below.

Section V- Signatures. I understand that DHRM IT systems are considered to be private and confidential. It is a breach of security to divulge logon ID and password information or to access records within the DHRM IT systems without a business reason to do so. Failure to maintain the confidentiality of data, logon ID, and password or accessing records within the DHRM IT systems without a business reason to do so could result in the removal of access to the system and/or disciplinary action.

_____	_____	_____
Employee Signature	Date	Print Supervisor Name
_____	_____	_____
Department HR Manager Signature	Date	Supervisor Signature/ Date