Internal User
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 through the new HR Font Door

Request Type:
☐ New
☐ Role Access Change

Location
☐ Field Office/ERIC
☐ Enterprise

Section I- Individual requesting access or change of access to HRE System
Agency/Department: _____ Division: _____
Name: _____ Employee ID: _____
Phone: _____ Title: _____

Section II- Authorized role on DPR
☐ HR Technician
☐ HR Analyst
☐ HR Supervisor
☐ HR Compensation/ Recruitment

☐ HR Data/ Research
☐ HR Manager
☐ HR Director

Section III- 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 IV- 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