



APPLICATION FOR PEOPLESOFT

HRMS ACCOUNT

PLEASE TYPE OR PRINT CLEARLY

Applicant Name
(include middle initial) _____ **Date** _____

Applicant Title _____ **Phone #** _____

Department _____ **Empl ID** _____

Tufts Login Name
(required): _____

Type of Account Requested (when requesting Time Entry, Time Off Tracking and/or ePAF fill in table below)

Department Admin (Time Entry/Time Tracking/ePAF) Please provide timekeep and deptid information below

Faculty Affairs (Specify school /division) _____

Research Administration Labor Distribution Please provide deptids below

EAD (Specify school /division) _____

Budget Center

Other (Please specify) _____

Time Entry & Time Tracking		ePAF	
Timekeep Number	Timekeep Name	Home Department Number(s)	Dept ID Number(s)

Signatures

The PeopleSoft Human Resources System (HRMS) is used exclusively for the official business of Tufts University. All other use is prohibited. PeopleSoft accounts are issued to Tufts University staff members upon request and with supervisor or department head approval. For more information about Tufts' computing policies and user responsibilities, refer to the *University's Information Stewardship Policy & Supporting Information Policies* at <http://uit.tufts.edu/?pid=786>.

I hereby request a PeopleSoft HRMS Account. I accept responsibility for the work done using this account and for maintaining the confidentiality of the data. I understand that this account is to be used only by me and under the conditions stated on this form:

Applicant's Signature Date

I will notify the Tufts Support Services when the individual has left the employ of my department. I endorse this request for a PeopleSoft Account to be used in compliance with the conditions stated on this form.

Department Head or Supervisor Date

Security Completed By (signature) Date Primary Role(s)

Please return completed application to: Tufts Support Services, 62R Talbot Ave, Medford Campus.