



**APPLICATION FOR PEOPLESOFT HCM ACCOUNT**  
PLEASE TYPE OR PRINT CLEARLY

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_  
 Applicant Title \_\_\_\_\_ Phone # \_\_\_\_\_  
 Department \_\_\_\_\_ Empl ID \_\_\_\_\_  
 Tufts Login Name (UTLN): \_\_\_\_\_

**Type of Account Requested:** When requesting Time Entry, Time Off Tracking and/or ePAF fill in table below. When requesting Workflow, please specify the deptids or the school/division needed.

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|--|--|
| <input type="checkbox"/> <b>Department Admin</b><br>(Time Entry/Time Tracking/Student & Temp ePAF)                               | <input type="checkbox"/> <b>Department Manager Workflow Access</b>                                   |
| <input type="checkbox"/> <b>Research Administration Labor Distribution</b><br>Please provide deptids below (needs OVPR approval) | <input type="checkbox"/> <b>Faculty Chair Workflow Access</b>  |
| <input type="checkbox"/> <b>FIS CWR/Faculty Hire</b><br>Please provide deptids below (needs OFA approval)                        | <input type="checkbox"/> <b>Local Research Admin Workflow</b>  |
| <input type="checkbox"/> <b>FIS OFA access</b><br>(Specify school) _____   | <input type="checkbox"/> <b>Research Admin Workflow</b><br>(OVPR department staff only)              |
| <input type="checkbox"/> <b>EAD</b><br>(Specify school/division) _____   | <input type="checkbox"/> <b>Post-award Workflow</b><br>(Controller/Postaward staff only)             |
| <input type="checkbox"/> <b>Budget Center</b><br>(Budget Center staff only)  | <input type="checkbox"/> <b>Dean/EAD Workflow Access</b><br>(Specify school/division) _____          |
| <input type="checkbox"/> <b>Other</b><br>(Please specify) _____  | <input type="checkbox"/> <b>Faculty Affairs Office Access (OFA's only)</b><br>(Specify school) _____ |
|  | <input type="checkbox"/> <b>Budget Center Workflow</b><br>(Budget Center staff only)                 |

Time Entry & Time Tracking		ePAF/Workflow	
Timekeep #	Timekeep Name	Home Dept ID #s(s)	Acct Department #s

**Signatures**

The PeopleSoft Human Resources System (HCM) 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 <https://it.tufts.edu/about/policies-and-guidelines/information-stewardship-policy>.

I hereby request a PeopleSoft HCM 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 Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ EAD Signature	_____ Date	_____ OVPR or OFA Signature (if applicable)	_____ Date
_____ Security Completed by	_____ Date		

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