Tufts

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.

☐ **TSS Tier 1 Roles**   ☐ **TSS Tier 1 Workflow**

☐ **TSS Tier 2 Roles**   ☐ **TSS Tier 2 Workflow**

☐ **Benefits Administration Role**   ☐ **TSS Tier 3 Workflow**

☐ **HR Recruiter Access**   ☐ **HR Recruiter Workflow**

☐ **HR Business Partner Access**   ☐ **HR Business Partner**

☐ **HR Compensation Access**   ☐ **HR Compensation Workflow**

☐ **HR Position Management Access**   ☐ **HR Position Management Workflow**

☐ **HR Benefits Access**   ☐ **Benefits TSS Tier 3 Workflow**

☐ **HR Training & Performance Mngmt**

☐ **HR Vice President**

☐ **HR/TSS Department Admin access** (for internal Time Entry/ePAF access only)

☐ **Other** Please specify_____

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 Policie*s at http://uit.tufts.edu/?pid=786.

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

_____	_____
Security Completed by	Date

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