**SAP Human Resources – Departmental Services**

**Security Authorization Form**

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| **Section 1: Position & User Information, security authorization is being requested for the position identified below** |
| **Position Number:**      | **Position Title:**      |
| **Name:**      | **TXState NetID:**     **Person ID #:****A** | **Classification:** **[ ]  Faculty/Staff** **(pick one) [ ]  Student Employee** **[ ]  Temporary Employee** **[ ]  Consultant** **[ ]  Special/Guest** |
| **Department Name:**      | **Office Building & Room:**   | **Phone Number:**       |
| **Authorization Effective Dates****(Start date cannot be backdated) From:**  **(Required for Temps, Students, To:**      **Consultants, and Special/Guest)**  | **REQUIRED – Justification for role assignment:**  |
| **Section 2: Action and Roles, check the roles to be added (authorized) or deleted (revoked)** |
| **Indicate ADD or DELETE for the following ROLES or [ ]  DELETE ALL Roles**  |
| **Action** | **Role** | **Description** |
| **[ ]  DELETE****[ ]  ADD** | **Department Head** | **Gives authorization to create and/or approve Personnel Change Requests (PCR).  Is assigned to the manager of an organizational unit and to primary administrative staff supporting the manager.** |
| **[ ]  DELETE****[ ]  ADD** | **Time Administrator** | **Gives authorization to administer and coordinate the time reporting process for a department, office, or other group of employees.** |
| **[ ]  DELETE****[ ]  ADD** | **Supervisor** | **Gives authorization to approve time entries for one or more faculty, staff, and/or student employees.  Is assigned to individuals who direct the work of other employees.** |
| **[ ]  DELETE****[ ]  ADD** | **LSO Followup****Administrator** | **Gives authorization to perform follow-up activities for Training and Development courses.  Is assigned to the individuals tasked with performing follow-up activities for LSO training courses.  Follow-up activities include marking an individual present or absence for an LSO course, running course attendance reports, printing attendance rosters and viewing individuals whom have signed up for a course.** |
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| **Section 3: Requestor & Manager Information** |
| **Requested By:** | **TXState NetID:** | **Phone Number:** | **Date:** |
| **Responsible Manager Signature:** | **Responsible Manager Name:****Responsible Manager NetID:** | **Date:** |
| *By signing above, the Manager acknowledges that the staff member needs this access in order to perform his/her job duties.* |
| Complete, Sign & Submit Form. Send scanned PDF to: itac@txstate.edu or mail hardcopy to ITAC – SAP, MCS 366 ⚫ Questions: Call 245-4822 or Email: itac@txstate.edu |
| **Section 4:** **Structural Profiles – For Human Resources & Technical Support Use Only** |
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 Revised: 02/23/2017