**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](mailto:itac@txstate.edu) or mail hardcopy to ITAC – SAP, MCS 366  ⚫ Questions: Call 245-4822 or Email: [itac@txstate.edu](mailto:itac@txstate.edu) | | | | | | | | | | | |
| **Section 4:** **Structural Profiles – For Human Resources & Technical Support Use Only** | | | | | | | | | | |
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Revised: 02/23/2017