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| 1. Section 1: Security authorization requested for person identified below.
 |
| First Name:  | Last Name:  | TXState ID:  |
| Department Name:  | Phone #:  |
| Division:  | Position Title:  |
| Reason for request: [ ]  New Hire [ ]  Termination [ ]  Change of Job Duties  [ ]  Transfer between Departments [ ]  Other (describe):  |

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| Section 3: Training Verification |
|  | [ ]  I certify that I have reviewed the training material required for HireRight I-9 Employment Eligibility Verification and E-Verify in SAP Training and Development[ ]  I certify that I have reviewed the HireRight I-9 and E-Verify [Quick Reference Guide](https://gato-docs.its.txstate.edu/jcr%3Afa9e9e10-7d64-48a4-a75b-bf6f01561c77/HireRight%20I-9%20and%20E-Verify%20Quick%20Reference%20Guide.pdf) and [website](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/HireRight.html)[ ]  I certify that I have attended the SAP PCR training from MDC; OR[ ]  I certify that I am a designee from the department PCR processor as a substitute or alternate user in HireRight |
| **Requestor Signature:** By signing below, the user acknowledges that the information on this request form is true. |

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| Section 4: Department PCR Processor |
| **Signature:** | **Name:**  | **Date:**  |

Submit this document as a pdf using the naming convention First Initial and Last Name (i.e., TSmith.pdf) either by email: hr@txstate.edu or fax: 512.245.1942.

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| Section 5: Human Resources (Internal Talent Acquisition)  |
| [ ]  User name and access set up complete | HR Authorized Name: | Date: |