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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:fa9e9e10-7d64-48a4-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](mailto: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: |