



HR PeopleSoft Security Access Form*

(Revised 6/16/2021)

Use this form if users are missing roles after the launch of the HR PeopleSoft system.

- 1) Review the available roles for ePAF at <https://ou.edu/compassproject>. Look for the document called *Role Mapping for ePAF Access*. If you're not sure of the role, describe what you could see before in the *Comments* field below. If you need access removed, also describe it in *Comments*.
- 2) Submit questions and this complete form to HRRecords@ou.edu or HRRecords@ouhsc.edu.
- 3) HR will verify that the access you request is equivalent to the access that was approved in the old system. If it is not equivalent, additional approvals may be required.

Date:

Name of Person Submitting Form:

User's Name:

User's Empl ID:

User's Department:

Role	List HR Dept IDs this user needs access to		
	Funding Change Form	Add Pay Form	Other ePAFs
Initiator			
Dept Approver 1			
Dept Approver 2			
College Approver 1			
College Approver 2			

Role	List HR Dept IDs this user needs access to
I9 Employer Rep (HSC Only)	
Account Sponsor (NRM Only)	<input type="checkbox"/> Yes (No HR Dept ID needed, Access according to FIN Org)

Other Roles: Describe any other roles or access you need changed.

Role	List HR Dept IDs this user needs access to

Comments:

*This form will be used only during the new HR PeopleSoft transition to help identify missing roles that were equivalent to the retired systems. There will soon be new security forms that can be used to add new access.