

Requester's Name: _____

HRMS PeopleSoft System

<input type="checkbox"/> To Request Inquiry	<input type="checkbox"/> To Request Update	DATA/FUNCTIONS REQUEST	
		Appointment Inquiry (view only, includes view to Pay Advice).	
		Appointment Update (Includes Labor Distribution, Encumbering & Pay Advice Update & Performance Review).	
		Pay Advice Update (only - No Training Required).	
		Distribution Correction (<i>without Appointment Entry</i>).	
		Encumbering (<i>without Appointment Entry</i>).	
		Pay Entry.	
		Leave Entry (a.k.a. Vacation & Sick Tracking)	
		Historical Salary Adjustment (HSAs).	
		Employee Review Update (only). <i>Note: Requester must already have Appointment Inquiry Access</i>	
HRMS Key Contact Authorization Printed Name:		Phone:	
HRMS Key Contact Authorization Signature:		Date:	