

Requester's Name: _____

Note: Access requested on this page requires the signatures of the Requester and Departmental Approval on the ARF in addition to the HRMS Key Contact Authorization signature on this page. Central HRMS Data Custodian authorization is required for DWHR Private access

Human Resources Data Warehouse Systems

✓ To REQUEST ACCESS	DATA WAREHOUSE (DW) SYSTEMS – PUBLIC DATA	
	DW Human Resources (DWHR)	
	DW Payroll (DWPY)	
HRMS Key Contact Authorization Required Printed Name:		Phone:
HRMS Key Contact Authorization Required Signature:		Date:

INFORMATION FOR THOSE REQUESTING DW HUMAN RESOURCES (DWHR) – PRIVATE DATA BELOW:

Due to the private/confidential nature of some of the data contained in the DW Human Resources – Private or Confidential database, access requests will be reviewed and approved based on the need for this type of data.

To gain access to any of the private data elements (listed below) the requester must use the “Statement of Business Need” section of the ARF to:

- ❖ Specify which of the private attributes (see list below) they will be using, and the purpose for reporting on those attributes.
- ❖ Identify who will have access to any reports containing these attributes and
- ❖ Explain how any report containing these private attributes will be stored in the Unit/department

Private Data Elements include:

- | | | |
|---|--|---|
| <input type="checkbox"/> Ethnic information | <input type="checkbox"/> Date-of-Birth | <input type="checkbox"/> Home address |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Disability status | <input type="checkbox"/> Citizenship status |
| | | <input type="checkbox"/> Military Status |

✓ To REQUEST ACCESS	DATA WAREHOUSE (DW) SYSTEMS – PRIVATE DATA	
	DW HUMAN RESOURCES (DWHR) – PRIVATE DATA	
Central HRMS Data Custodian Authorization Required Printed Name:		Phone:
Central HRMS Data Custodian Authorization Required Signature:		Date: