HRMS TRAINING AUTHORIZATION FORM

Use this form in conjunction with the OIT Data Access Request Form.
No HRMS access is granted until training has been completed.

1) **Complete the Training Authorization Form** and fax to 612/625-9841

2) **Register for Classes** by contacting Training Services at trngsvcs@umn.edu or 612/626-1373

NOTE: The Training Authorization Form does NOT reserve training seats or request access.

Employee Name: _____ **Employee Phone:** _____

Empl ID#: _____ **Internet/X.500 ID:** _____

Training Selection Guidelines:

1. The majority of HRMS entry staff do all 6 types of HRMS entry, and are required to take the HRMS Inquiry and HRMS Entry classes.
2. Staff who do Pay, Leave or HSA Entry, but **NOT** Appointment Entry, Distribution Correction or Encumbering, may take the Pay/Leave/HSA Entry class.
3. Administrators and other types of staff needing inquiry only access, are required to take the HRMS Inquiry Class.
4. Staff doing Distribution Correction and Encumbering Entry but not Appointment Entry must follow the same guidelines as in #1.

HRMS Training Courses Authorized

HRMS Inquiry (1 day Class) ☐
Includes all inquiry access: Appointment, Encumbering,Leave, HSA's.

HRMS Entry (2 day Class) ☐ Prereq HRMS Inquiry
Includes all entry access: Appointment, Distribution Correction, Encumbering, Pay, Leave, HSA.

Pay/Leave/HSA Entry (1day Class) ☐

Authorization:

_____ _____ _____

Print Key Contact Name | Date | Key Contact Signature

Training Guide

Access Needed	**Inquiry to:** Appointment, Encumbering, Leave and HSA	**Entry to:** Appointment, Distribution Correction, Encumbering, HSA, Pay, and Leave	**(Limited) Entry to:** Pay, Leave, HSA
Course Needed	**HRMS Inquiry**	**HRMS Entry** (prereq: HRSM Inquiry	**Pay/Leave/HSA Entry**

Fax Training Authorization Form to: 612/625-9841

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