The purpose of this form is to assist campus HR staff in evaluating and documenting supporting rationale for SCUPPS/HR Data security authorization requests.

### Requesting Information

<table>
<thead>
<tr>
<th>Requesting Department:</th>
<th>Supervisor:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee:</td>
<td>Position Title:</td>
<td>Request Date:</td>
</tr>
</tbody>
</table>

Please list any others in Department/Office with current SCUPPS/HR Data security clearance:

### HR Data Tables Only (NOT SCUPPS ACCESS)

**NOTE:** If you are requesting access to HR Data tables only, there are two levels of security High and Low. In most cases ONLY Low access will be granted unless a specific business need is identified and documented.

Check the applicable security level for which you are requesting access:

- [ ] HR Low: Does NOT include access to any private data such as Social Security Number, Ethnicity, Date of Birth, etc.
- [ ] HR High: Includes access to employee Private data such as Social Security Number, Ethnicity, Date of Birth etc.

### SCUPPS Access - Non-Human Resources Viewer

Definition: Casual user of the HR application who has limited view rights, mainly for person and employee demographic information. Typical users: Non-HR office specialists, dean or department manager, other non-HR staff. Permissions for this group include view only rights to employee demographics, job, bargaining, assignment functions, appointment status, seniority, MSCF tracking, and vacant positions.

- [ ] I am requesting Non-Human Resources Viewer access to SCUPPS data.

### Rationale & Related Job Duties

Please list rationale and specific job duties requiring the above requested access: (Be specific)

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**Supervisor Signature**

**Date**

**Vice President Signature**

**Date**